



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

**Tuesday, December 16, 2025
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, DECEMBER 16, 2025 - 5:00 P.M.**

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Conflict-of-Interest Check
6. Approval of Minutes
 - a. Minutes of the Regular Meeting of November 18, 2025 (Pages 1 – 8)
7. Public Comments on Agenda Items
8. Presentation of Plaque to the Outgoing Board of Commissioners by Town Manager Chadwick
9. Presentation of Plaques to Commissioners Smith and Paarfus of the Outgoing Board of Commissioners by Mayor Holden
10. Board of Commissioners' Comments
11. Judge Gerald Arnold will Present the Oath of Office to the Incoming Board of Commissioners
 - a. Mayor J. Alan Holden
 - b. Commissioners Sylvia Pate and Keith Smith
12. Election of Mayor Pro Tempore – Town Clerk Finnell (TM Chadwick) (Pages 9 – 10)
13. Election of Executive Secretary – Town Clerk Finnell (TM Chadwick) (Pages 11 – 12)
14. Discussion and Possible Approval of 2026 Board of Commissioners' Meeting Schedule – Town Clerk Finnell (TM Chadwick) (Pages 13 – 14)

15. Discussion and Possible Direction on Rules of Procedure for the Board of Commissioners – Town Clerk Finnell (TM Chadwick) (Page 15, Separate Packets)
16. Police Report – Chief Dixon (Pages 16 – 22)
17. Inspections Department Report – Inspections Director Evans (Pages 23 – 25)
18. Finance Department Report – Finance Director McRaine (Pages 26 – 31)
19. Public Works Department Report – Public Works Director Benton (Pages 32 – 33)
20. Town Manager's Report – Town Manager Chadwick (Page 34)
21. Discussion and Possible Approval of Resolution 25-09, Resolution Approving Trust Signature Card – Town Clerk Finnell (TM Chadwick) (Pages 35 – 36)
22. Discussion and Possible Action on Closeout Items for the Referendum – Assistant Town Manager Ferguson (Town Manager Chadwick) (Pages 37 – 41)
 - a. Resolution 25-10, Resolution Certifying and Declaring the Results of the Special Bond Referendum on the Bond Order Authorizing the Issuance of \$7,300,000 General Obligation Public Improvement Bonds Held for the Town of Holden Beach on November 4, 2025
23. Discussion and Possible Action on Block Q Items – Town Manager Chadwick (Pages 42 – 47)
 - a. Stage
 - b. Request for Qualifications
24. Discussion and Possible Action on Playground Equipment – Assistant Town Manager Ferguson (TM Chadwick) (Pages 48 – 49, Separate Packet)
 - a. Ordinance 25-17, An Ordinance Amending Ordinance 25-11, The Revenues and Appropriations Ordinance for Fiscal Year 2025 – 2026 (Amendment No. 5)
25. Discussion and Possible Action on Amendment to the Contract to Audit Accounts between the Town and Martin Starnes and Associates – Finance Director McRaine (Town Manager Chadwick) (Pages 50 – 53)
26. Discussion and Possible Action on Fifth Amendment to Solid Waste & Recyclables Collection, Transportation and Disposal Agreement between the Town and GFL Environmental – Public Works Director Benton (TM Chadwick) (Pages 54 – 59)
27. Discussion and Possible Approval of Resolution 25-11, Resolution Opposing the Fuquay-Varina Interbasin Transfer and Request for Additional Comment – Public Works Director Benton (Town Manager Chadwick) (Pages 60 – 64)
28. Public Comments on General Items

29. Mayor's Comments

30. Board of Commissioners' Comments

31. Closed Session Pursuant to North Carolina General Statute 143-318.11(a)(3), Consult with Attorney – Town Manager Chadwick

32. 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 December 16, 2025.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, NOVEMBER 18, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, November 18, 2025 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas, Page Dyer and Rick Paarfus; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Police Chief Jeremy Dixon; Inspections Director Tim Evans; Finance Director Daniel McRaney; Public Works Director Chris Benton; and Town Attorney Sydnee Moore. Assistant Town Manager Christy Ferguson participated by conference call.

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

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Mayor Pro Tem Myers to approve the minutes of October 21, 2025; second by Commissioner Thomas; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Will Carter provided feedback on the HB Property Owners Association's involvement with the Town.

Jim Bauer spoke on items 15 and 17. He thinks it would be a good idea to get rid of the pier as soon as possible. He thinks if the Board has a good reason to move the funds in the proposed budget, it should be moved.

Peter Freer supported item 17, moving funds to the Beach and Inlet Capital Reserve Fund. He provided background on the fund.

Richard Weigand said he supported the transfer of funds and detailed the reasons for his support.

Sylvia Pate supported transferring funds for nourishment but is concerned with the timing of the transfer. She suggested not taking action until the Board gets the recommendations back from the Audit Committee's tasker from the Board.

Becky Greene talked about transparency. She fears if the funds are not moved, the new Board will use the money for the pier against the wish of the homeowners.

Keith Smith detailed his concerns with moving the funds at this time. He is also concerned with setting a precedent with transferring the proposed amount.

John Woods said he is in favor of moving funds to the Beach and Inlet Capital Reserve Fund and provided his reasons.

Chad Hock agreed a transfer needs to be done; he questioned the timing of the transfer.

PRESENTATION OF FISCAL YEAR 2024 – 2025 AUDIT RESULTS

Finance Director McRainey introduced Elsa Swenson from Martin Starnes and Associates. Ms. Swenson explained this is a draft copy of the financial statements due to the fact that the federal government has not yet issued the compliance supplement that is required for single audits. Today the Local Government Commission (LGC) extended the deadline to February 12th. The report has not been submitted because they are waiting on the document from the federal government. She is presenting the final numbers as they stand at this time. Ms. Swenson reviewed her slides. The Town received an unmodified opinion, this is a clean audit opinion. It has been a pleasure working with the Town. Information is provided timely and is accurate. There were no internal control or compliance findings noted.

Ms. Swenson reviewed the definition of fund balance. The total fund balance for the General Fund in 2025 was \$3.6 million, with stabilization by state statute of \$272,000, which gives an available fund balance in the General Fund of \$3.4 million. This is a decrease of \$1.9 million. This is due to overall decreases in fund balance due to the \$2.9 million transfer to the Capital Reserve Fund. The available fund balance as a percent of expenditures for the General Fund was 82.1%. This is well above the minimums of the Town and LGC.

For the General Fund, revenues were \$4.8 million and expenditures were \$4.1 million. The top revenues were property taxes at 69%, permits and fees at 9%, other taxes and revenues at 9% and other revenues at 13%. Property taxes were \$3.3 million, a change of less than 1%, overall comparable to the prior year. Permits and fees were \$415,000, a decrease of about 18% due to fewer building permits and applications compared to the prior year. Other taxes and licenses were \$460,000, an overall increase of about 5% comparable to the prior year. The top expenditures were general government at 36%, public safety at 40%, transportation at 12% and other expenditures were 12%. Public safety expenditures were \$1.6 million. The increase is primarily due to capital outlay for vehicles. General government was \$1.5 million. The increase was due to the payout of the former town manager and a new subscription-based IT arrangement. Transportation was \$493,000, a decrease due to vacancies in positions in the current year.

For the Water Sewer Fund, the quick ratio was calculated at 6.5. The performance indicator is 23.69%. The minimum required by the LGC is 16%. The Town had an operating loss of \$512,000; adding back depreciation of \$640,000 and backing out debt service payments of \$662,000, it gives the Town an operating loss of \$535,000. The LGC is concerned since it is a negative number. The Town must provide a letter to the LGC concerning the operating loss.

Commissioner Thomas asked if there is an explanation on why property taxes collected has gone down since last year. Finance Director McRainey explained it is primarily due to a slightly less collection rate. It can be equivalent to one person not paying their taxes. There is a process to collect unpaid taxes with a penalty added. Commissioner Thomas inquired why the presentation does not include the BPART Fund. Ms. Swenson responded that they could add that in the future if they are contracted with the Town.

ANNUAL MONITORING REPORT RESULTS

Fran Way from Applied Technology and Management went over the summary of annual monitoring. They look at volume and shoreline change. The monitoring has occurred annually since 2001. It is for nourishment planning and FEMA eligibility. Mr. Way went over the 2024 hurricane season storms.

In 2017, the Town did a large nourishment of 1.3 million cubic yards of sand. In 2022, the Town did another large project that was about 1.5 million. It was a FEMA project related to the engineered beach status that FEMA has. There was talk of trying to get rid of engineered beaches, but the Town and coastal communities banded together to fend that off. It is still an issue we will keep dealing with. There is a cumulative benefit from the 2017 nourishment and the 2022 nourishment. The beach looks really good three and half years later. Mr. Way explained how they calculate volume analysis and volume change. He showed slides that detail the data. He explained the slides with the mean high-water shoreline change and dune vegetation widths.

They also monitor the inlet shorelines. The Lockwood Folly Inlet shore has been healthy. He provided details on Corps' projects. On the west end, there is a little bit of an erosional arch, but the sand is going to move there and fill it in. It will just take a little time. Mr. Way provided information on the Ocean Isle terminal groin monitoring and explained they will continue to monitor it.

Mr. Way said from 2000 to 2025, the beach is much healthier now. He provided information regarding the area around the 1200 block.

The offshore borrow area for the next project is in the works. It is for a little over a million cubic yards, in the same general area as the last one. Thanks to the data collection from the Corps of Engineers during the 50-Year Study, we have a good idea of the next borrow area. Mr. Way reviewed additional ongoing Holden Beach management activities which include FEMA coordination, Lockwood Folly Inlet Crossing and bend widener, Lockwood Folly Outer Channel dredging/navigation and the permit application for the offshore borrow area.

Mayor Pro Tem Myers asked if there is some way to take data from the past 20 years and play it forward. He would like to know the Town's exposure and what we need for the future. Mr. Way responded that they could work on that with the Town. There are several variables that would need to be factored in. Assistant Town Manager Ferguson added that would be a different proposal from their current scope.

POLICE REPORT – CHIEF DIXON

- We are ready for Thanksgiving and turkey.
- Had the festival the last weekend of October – it was a good turnout.
- You will see the car break-ins on the report that he mentioned last month. Provided information on the suspect. Call the Police Department if you see anything suspicious.
- In the process of doing the interviews internally for the detective position.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Went over numbers on the report.

FINANCE DEPARTMENT REPORT – FINANCE DIRECTOR MCRAINEY

- Provided details on the numbers in the report.
- Wanted to clarify that the LGC indicator on the audit that we were dinged for is the same one as last year. It is just due to the way our sewer fee is collected. We had special legislation that allows us to do the capital charge. That is what pays for our debt service, which is an operating expense, but the revenue is not considered an operating revenue. Also, it was a little higher this year because of the sale of 796. The payoff for the debt

service was included in the expense, but the revenue from the sale was not included since it was not an operating revenue.

PUBLIC WORKS DEPARTMENT REPORT – PUBLIC WORKS DIRECTOR BENTON

- Slowed down since last month. Went over some of the current items they are working on.

TOWN MANAGER'S REPORT – TOWN MANAGER CHADWICK

- Greensboro Street Lift Station – close to certificate of occupancy. Doors were finally delivered. Coordinating with both federal and state agencies on the reimbursement.
- Block Q Restrooms – looks like the middle of December on the new updated timeline. Have talked to the state for an extension.
- Ocean Boulevard Stormwater – staff has facilitated the data flowing from the engineer to the Corps. Planning a meeting with them within the next two weeks.
- Resilient Coastal Communities Program – engineer has contacted Inspections Director Evans with the next steps which includes forming a working group. Inspections Director Evans provided details from the meeting. Development Services Officer Pigott will be the Project Manager. He would like the Board to allow staff to pick the team members.
- Lockwood Folly/Bend Widener Project – funds have been sent to the Corps from the Town. The state has sent a check to them as well and they are awaiting confirmation of receipt.
- Employee Updates – Assistant Town Manager Ferguson is now a liaison with local engagement of the ASBPA Coastal Advocacy Network. Korey Bishop is our new officer. Development Services Officer Pigott received her Level I Plumbing certification.
- Kudos to Assistant Town Manager Ferguson, Town Clerk Finnell and staff for successful volunteer and veterans' luncheons. Kudos to Inspections Director Evans, Inspector Redwine and the Inspections Department for the Contractor Seminar. Public Works took it upon themselves to collect old metal that normally would be thrown away. They scraped over \$10,000 and will purchase new tools and equipment. The Police Department assisted a boater on Veterans Day.
- Upcoming Events – Turkey Trot, Tree Lighting, Snowman Creation Contest, Reindeer Dash and Santa Saunter and Sandy Paws Dog Parade.

BLOCK Q, JORDAN BOULEVARD AND BRIDGE AREA UPDATE

Town Manager Chadwick said since the Board reached a stalemate at the last meeting regarding the Request for Qualifications (RFQ), staff offered to bring back a revised RFQ and a path for moving forward with a stage. After much discussion, the staff decided that it is more prudent to wait until the new Board is seated to bring something forward so the Board does not inherit a project and can discuss their thoughts.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 25-08, RESOLUTION APPROVING TRUIST SIGNATURE CARD

Town Clerk Finnell explained the proposed resolution would be adding Town Manager Chadwick to the bank card.

Motion by Commissioner Thomas to approve Resolution 25-08; second by Commissioner Paarfus; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON MOVING FUNDS FROM THE BPART FUND TO THE BEACH AND INLET FUND

Commissioner Thomas said the Beach and Inlet Capital Reserve Fund is significantly underfunded relative to the \$10 million in 10 years goal when it was established in 2018. The fund balance currently stands at just over \$5 million. She stated transferring \$4 million from the BPART Fund will put the sand fund back on track to achieve its savings goal while still leaving a sufficient balance in the BPART Fund. She said the Town collects an occupancy tax of six percent on the gross receipts from rentals. 1% goes directly to the county. Three percent must be used for tourism development and other related programs. Two percent must be used for beach nourishment and protection. She said in the past this has gone towards paying the debt on the central reach instead of future projects. Up to half of the occupancy tax can be used for nourishment. Commissioner Thomas said if the 2% had been escrowed in the reserve fund as originally planned, the balance would be over \$7 million. If half of the gross receipts had been escrowed, the balance would be over \$10 million. She stated this is a shortfall in the Town's savings plan. In addition, we have a Capital Improvement Plan that says the Town needs \$25 million in 15 years so we are working towards both of those goals. Currently, the BPART Fund has a balance of around \$8 million. She said the reason for adding it to the agenda today was they were waiting on the audit results. Last year around this time, the Board moved \$2.7 million per policy from the General Fund to the reserve fund.

Motion by Commissioner Thomas to approve the \$3.3 million budget amendment and execute a transfer of \$4 million from BPART into the Beach and Inlet Capital Reserve Fund immediately; second by Commissioner Paarfus.

Mayor Pro Tem Myers explained this is important to him. They bought their house in 1988. For almost 20 years there were many days when there was no dry sand at high tide. Their house is next to a public walkway so they watched people get to the top of the stairs with all their equipment and turn away to walk back home after realizing there was nowhere to set up. He stated that needs to be avoided. He personally thinks \$4 million is kind of light. The projects are extremely expensive. He thinks it is fiscally responsible to make sure we don't get caught with no sand and no money to finance sand. Commissioner Dyer said the Board has \$700,000 budgeted to go into that fund. She said we are three/four months into a new budget and thinks before we move that amount of money and tie it where it is restricted, we should

have discussion. She doesn't know why the Board is rushing three months into the budget. Commissioner Dyer doesn't disagree that some needs to be put in, but to tie up that amount of money, especially with the federal government's recent shutdown. We have projects going on, the bathrooms, Block Q. We have ADA compliance going on. She said we have until July, there should be discussion, especially with the election. There are two new Board members coming in and she thinks they should be involved in that discussion. Commissioner Dyer stated the Board tasked the Audit Committee with this and haven't received anything back from them. Mayor Pro Tem Myers said the Audit Committee met yesterday; they were not tasked to come up with an amount to transfer it was to look at a policy for the BPART Fund. They are making good progress and should report back in January. It won't address this issue. Commissioner Dyer doesn't understand the rush. There needs to be discussion and staff input before you move money to a restricted fund.

Commissioner Smith called for a vote.

The motion passed by a 3-2 vote with Mayor Pro Tem Myers and Commissioners Thomas and Paarfus voting for the motion and Commissioners Smith and Dyer voting in the negative.

PUBLIC COMMENTS ON GENERAL ITEMS

Marlene Barz said Canal Drive needs to be graded.

Maria Surprise went over the results from the HBPOA straw poll concerning the pier bond referendum. She provided details on the next HBPOA meeting.

Will Carter talked about moving the fire station to the corner of Greensboro and Ocean Boulevard.

Richard Weigand thanked those involved in rebuilding the ramp at the end of Jordan Boulevard. He said the upper beach at the end of Jordan Boulevard has gotten narrow. He said at the Lockwood Folly Inlet there is significant erosion.

Martie Arrowood provided information on the Turkey Trot.

Chad Hock is concerned about the study on the inlet hazard area. He detailed his nourishment concerns on the west end. He said the screws are exposed in a lot of areas on the ADA tactical warning surfaces. He provided information on helping Brunswick Family Assistance for Christmas.

John Woods encouraged people to fertilize their dunes if they live on the ocean.

Kim Kirkpatrick would like to have a pier but doesn't want taxes to go up.

Keith Smith encouraged people to work with Brunswick Family Assistance to help children in our community.

ADJOURNMENT

Motion to adjourn at 6:39 p.m. by Commissioner Thomas; second by Mayor Pro Tem Myers; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 16, 2025

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: December 8, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Selection of Mayor Pro Tem

BACKGROUND/PURPOSE OF REQUEST: Per Section 30.05, Mayor Pro Tempore of the Holden Beach Code of Ordinances, the Board shall elect from one of its members a mayor pro tem. The normal term of office is one year, commencing with the December meeting.

If the Board chooses to elect a new mayor pro tem, you can vote by ballot or verbally, whichever is the Board's preference. If the Board votes by ballot, please make sure to sign your ballot.

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 type="checkbox"/> |
|----------------------------|------------------------------|-----------------------------|

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Ordinance Section 30.05

§ 30.05 MAYOR PRO TEMPORE.

(A) The BOC shall elect a Mayor Pro Tempore. The normal term of office of the Mayor Pro Tempore shall be one year, commencing at the first regular meeting in December; provide, however that the member shall serve at the pleasure of the BOC.

(B) The Mayor Pro Tempore shall discharge the duties and exercise the powers and authority of Mayor in the absence, disability, disqualification of the Mayor and during a vacancy in the office of Mayor; provided his or her rights and duties as BOC shall remain unimpaired; except he or she shall receive the salary or expenses of Mayor when serving in that capacity. No additional oath of office shall be required of the Mayor Pro Tempore upon assuming the duties of the Mayor beyond that oath taken at the time of appointment to Mayor Pro Tempore.

(Ord. 07-04, passed 5-22-07; Am. Ord. 15-08, passed 12-16-15; Am. Ord. 20-06, passed 3-17-20)

Statutory reference:

Mayor Pro Tempore; disability of Mayor, see G.S. § 160A-70



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 16, 2025

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: December 8, 2025

ISSUE/ACTION REQUESTED: Election of Executive Secretary

BACKGROUND/PURPOSE OF REQUEST:

Per the Board's current Rules of Procedure (excerpt below), the Board shall elect an executive secretary. The Board can vote by ballot or verbally, whichever is the Board's preference. If the Board votes by ballot, please make sure to sign your ballot.

(d) Selection of Executive Secretary. As the third order of business at the organizational meeting, or at such time as determined by the BOC, the board shall elect from among its members an Executive Secretary using the procedures specified in Rule 22. The Executive Secretary shall serve at the board's pleasure, and shall not be the same member as the Mayor Pro Tempore.

FISCAL IMPACT: (select one)

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|-----------------------------------|------------------------------|--|
| 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)

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|----------------------------|------------------------------|--|
| REVIEWED BY TOWN ATTORNEY: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
|----------------------------|------------------------------|--|

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT:



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 16, 2025

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: December 8, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of 2026 Board of Commissioners' Meeting Schedule

BACKGROUND/PURPOSE OF REQUEST: Enclosed is the proposed 2026 Board of Commissioners' Regular Meeting Schedule. All dates reflect the third Tuesday of the month.

Staff recommends approval.

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"/> |
|----------------------------|------------------------------|--|

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: 2026 Meeting Schedule



**TOWN OF HOLDEN BEACH
2026 BOARD OF COMMISSIONERS' MEETING SCHEDULE
5:00 P.M.
LOCATION –TOWN HALL PUBLIC ASSEMBLY**

January 20th

February 17th

March 17th

April 21st

May 19th

June 16th

July 21st

August 18th

September 15th

October 20th

November 17th

December 15th



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 16, 2025

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: December 8, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Direction on Rules of Procedure

BACKGROUND/PURPOSE OF REQUEST: The Board of Commissioners is required to adopt rules of procedure. The current version the Board is using is included for your review (Attachment 1). I have also included the previous version the Board has utilized (Attachment 2) and the standard version from the School of Government (Attachment 3).

The Board may adopt a version of these rules as written or make amendments to them.

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"/> |
|----------------------------|------------------------------|--|

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Example Versions



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 (Nov '25)

Printed on December 3, 2025

| Descriptions | Totals | |
|--|--------|----|
| 911 Hang Up (911HU) | 2 | 2 |
| Abdominal Pain or Problems [Charlie] | 1 | 1 |
| Alarm (SIG45 Signal 45) | 10 | 10 |
| Animal Carcass in the Roadway (10-86 x86) | 1 | 1 |
| Animal Control Call | 11 | 11 |
| Armed with Gun Knife or Other Weapon (10-84 x84) | 1 | 1 |
| Assist Other Agency (EMS) | 1 | 1 |
| Attempt to Locate (ATL) | 5 | 5 |
| Bank Alarm (SIG44 Signal 44) | 1 | 1 |
| Call By Phone (10-21Law x21L) | 14 | 14 |
| Careless & Reckless (C&R) | 1 | 1 |
| Chest Pain or Discomfort [Delta] | 1 | 1 |
| Convulsions or Seizures [Charlie] | 2 | 2 |
| Debris in Roadway | 1 | 1 |
| Disabled Motorist (10-87 x87) | 1 | 1 |
| Disturbance or Disorderly Subject | 2 | 2 |
| Disturbance or Disorderly Subject; Attempt to Locate (ATL) | 1 | 1 |
| Domestic Disturbance (10-82 x82) | 2 | 2 |
| Drunk Driver (10-55 x55) | 1 | 1 |
| Elevator Stuck or Problems [Alpha] | 1 | 1 |

| Descriptions | Totals | |
|--|---------------|-----|
| Falls [Bravo] | 2 | 2 |
| Give Subject a Ride (10-5 x5) | 2 | 2 |
| Hit and Run (Property Damage Only 10-54 x54) | 1 | 1 |
| Improperly Parked Vehicle (10-70 x70) | 23 | 23 |
| Investigation (Law) | 8 | 8 |
| Lost or Found Property | 7 | 7 |
| Medical Alarm [Bravo] | 1 | 1 |
| Meet with Complainant (10-83 x83) | 18 | 18 |
| Mud or Marsh Rescue (Multiple) [Delta] | 1 | 1 |
| Noise Complaint | 1 | 1 |
| Open Door | 8 | 8 |
| Psychiatric or Abnormal Behavior or Suicidal [Delta, Arrest] | 1 | 1 |
| Single Residential Fire Alarm [Bravo] | 2 | 2 |
| Single Residential Structure Fire [Delta] | 1 | 1 |
| Special Check - Business - Residence (10-79 x79) | 432 | 432 |
| Stopping Vehicle (10-61 x61) | 18 | 18 |
| Suspicious Vehicle or Subject (10-60 x60) | 6 | 6 |
| Suspicious Vehicle or Subject (10-60 x60); Welfare Check | 1 | 1 |
| Take Written Report (10-92 x92) | 6 | 6 |
| Traffic Accident (Property Damage Only 10-50PD x50PD) | 3 | 3 |
| Traffic Control (10-58 x58) | 8 | 8 |
| Traffic Incident ACN [Bravo] | 1 | 1 |
| Traffic Incident (Rollover) [Delta, HeavyR] | 1 | 1 |

| Descriptions | Totals | |
|---|------------|------------|
| | | |
| Trespassers | 2 | 2 |
| Trespassers; Special Check - Business - Residence (10-79 x79) | 1 | 1 |
| Unconscious or Fainting [Charlie] | 1 | 1 |
| Unknown Problem [Delta] | 1 | 1 |
| Vehicle Fire with Endangerment [Charlie] | 1 | 1 |
| Watercraft Issue [Alpha] | 1 | 1 |
| Water or Sewer Problems | 2 | 2 |
| Welfare Check | 3 | 3 |
| | 3 | 3 |
| Totals | 627 | 627 |



Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
www.hbtownhall.com
Phone: 910-842-6707
Fax: 910-846-6907
hband@hbtownhall.com



HBPD Monthly Report (Nov '25)

Printed on December 3, 2025

| Reported | Case Number | Address | Offenses | Disposition |
|----------------|-------------|-------------------|---|------------------------------|
| 11/03/25 12:09 | HBP25-00066 | SAND DOLLAR DR | 14-399(C) - LITTERING NOT > 15 LBS; 14-4 - LOCAL ORDINANCE VIOLATION | Closed - Leads Exhausted |
| 11/03/25 14:40 | HBP25-00067 | 952 OCEAN BLVD W | 14-72.6(A)(1) - LARCENY FROM CONSTRUCTION SITE | Investigator Requested |
| 11/06/25 17:27 | HBP25-00068 | 119 SHRIMP ST | 14-72(A) - FELONY LARCENY | Investigator Requested |
| 11/08/25 07:47 | HBP25-00069 | 1194 OCEAN BLVD W | 14-127 - INJURY TO REAL PROPERTY; 20-166(C)(1) - HIT/RUN LEAVE SCENE PROP DAM | Closed - Citation Issued |
| 11/10/25 10:15 | HBP25-00070 | 573 OCEAN BLVD W | 14-72 - ATTEMPTED LARCENY (M); 14-160 - INJURY TO PERSONAL PROPERTY | Closed - Leads Exhausted |
| 11/11/25 19:03 | HBP25-00071 | 985 OCEAN BLVD W | 14-72(A) - MISDEMEANOR LARCENY | Closed - Unfounded |
| 11/16/25 03:59 | HBP25-00072 | 561 OCEAN BLVD W | 14-4 - LOCAL ORDINANCE VIOLATION | Closed - Resolved by Parties |
| 11/18/25 11:34 | HBP25-00073 | AVE D | 14-127 - INJURY TO REAL PROPERTY | Closed - Unfounded |
| 11/27/25 17:38 | HBP25-00074 | 109 DUNESCAPE DR | DEATH INVESTIGATION | Closed - Death of Offender |
| 11/28/25 10:34 | HBP25-00075 | 612 OCEAN BLVD W | 14-72(A) - MISDEMEANOR LARCENY; 14-160 - INJURY TO PERSONAL PROPERTY | Investigator Requested |
| 11/29/25 12:26 | HBP25-00076 | 134 GREENSBORO ST | 14-127 - INJURY TO REAL PROPERTY | Closed - Unfounded |

Total Records: 11



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Ordinance Violations (Nov '25)

Printed on December 3, 2025

| Date | Citation/Warning | Ordinance | Style |
|----------|-------------------|---|---------------|
| 11/01/25 | Citation | Parking - Handicap Violation | SUV |
| 11/01/25 | Citation | Parking - Handicap Violation | PK - Pickup |
| 11/03/25 | Warning-Compliant | Animal Control - Leash Law Violation | |
| 11/04/25 | Warning-Compliant | Parking - Right-of-Way Violation (Ocean Blvd) | ES - Van, Van |
| 11/07/25 | Warning-Compliant | Parking - Block Crosswalk/Sidewalk/Pedestrian Accessway | PK - Pickup |
| 11/07/25 | Warning-Compliant | Parking - Right-of-Way Violation (Ocean Blvd) | PK - Pickup |
| 11/09/25 | Warning-Compliant | Parking - Roadway/Travel Lane | Car |
| 11/09/25 | Warning-Compliant | Parking - Roadway/Travel Lane | PK - Pickup |
| 11/14/25 | Warning-Compliant | Parking - Roadway/Travel Lane | PK - Pickup |
| 11/16/25 | Warning | Animal Control - Leash Law Violation | |
| 11/17/25 | Warning-Compliant | Parking - Block Crosswalk/Sidewalk/Pedestrian Accessway | PK - Pickup |
| 11/18/25 | Warning | Parking - Roadway/Travel Lane | ES - Van, Van |
| 11/18/25 | Warning-Compliant | Parking - Roadway/Travel Lane | Car |
| 11/26/25 | Warning | Parking - Right-of-Way Violation (Ocean Blvd) | Van |
| 11/26/25 | Warning-Compliant | Parking - Right-of-Way Violation (Ocean Blvd) | Car |
| 11/26/25 | Citation | Parking - Within 15 ft of Fire Hydrant | ES - Van, Van |
| 11/28/25 | Citation | Parking - Handicap Violation | PK - Pickup |

Total Records: 17



Holden Beach Police Department

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State Citation (Nov '25)

Printed on December 3, 2025

| Date | Ticket # | Statutes/Charges | Style |
|----------|----------|--|-------------|
| 11/09/25 | J285656 | 20-166(C)(1) - HIT/RUN LEAVE SCENE PROP DAM; 14-127 - INJURY TO REAL PROPERTY | PK - Pickup |
| 11/22/25 | 218J043 | 20-158(B)(1)(3) - FAIL STOP STOPSIGN/FLSH RED LT; 20-28(A1) - DWLR IMPAIRED REV | SUV |
| 11/23/25 | 218J04 | 20-111(2) - EXPIRED REGISTRATION CARD/TAG; 20-183.8(A)(1) - EXPIRED/NO INSPECTION; 20-7(A) - NO OPERATORS LICENSE | Car |

Total Records: 3



Permit Report

11/01/2025 - 11/30/2025

| Issued Date | Permit # | Permit Type | Project Cost | Total Fees | Total Payments |
|-------------|----------|--------------------|--------------|------------|----------------|
| 11/3/2025 | 250831 | No Permit Required | 18,000 | | |
| 11/3/2025 | 250832 | House Moving | 1,175 | \$1,175.00 | \$1,175.00 |
| 11/3/2025 | 250833 | Addition | 19,800 | \$203.20 | \$203.20 |
| 11/4/2025 | 250834 | Zoning | 25 | \$25.00 | \$25.00 |
| 11/4/2025 | 250835 | Repair | 31,800 | \$311.20 | \$311.20 |
| 11/4/2025 | 250836 | Repair | 34,772 | \$337.95 | \$337.95 |
| 11/5/2025 | 250837 | Repair | 15,000 | \$160.00 | \$160.00 |
| 11/5/2025 | 250838 | Zoning | 50 | \$50.00 | \$50.00 |
| 11/5/2025 | 250839 | Gas | 3,000 | \$200.00 | \$200.00 |
| 11/5/2025 | 250840 | Electrical | 2,000 | \$100.00 | \$100.00 |
| 11/5/2025 | 250841 | Addition | 4,500 | \$125.00 | \$125.00 |
| 11/5/2025 | 250842 | Electrical | 2,000 | \$100.00 | \$100.00 |
| 11/5/2025 | 250843 | Mechanical | 9,000 | \$100.00 | \$100.00 |
| 11/5/2025 | 250844 | Mechanical | 8,500 | \$100.00 | \$100.00 |
| 11/7/2025 | 250845 | Zoning | 25 | \$25.00 | \$25.00 |
| 11/7/2025 | 250846 | Zoning | 50 | \$50.00 | \$50.00 |
| 11/7/2025 | 250847 | Repair | 7,500 | \$125.00 | \$125.00 |
| 11/7/2025 | 250848 | Mechanical | 9,785 | \$100.00 | \$100.00 |
| 11/7/2025 | 250849 | Mechanical | 17,480 | \$200.00 | \$200.00 |
| 11/7/2025 | 250850 | Mechanical | 8,120 | \$100.00 | \$100.00 |
| 11/7/2025 | 250851 | Mechanical | 8,600 | \$100.00 | \$100.00 |
| 11/7/2025 | 250852 | Electrical | 3,000 | \$100.00 | \$100.00 |
| 11/10/2025 | 250853 | Repair | 68,534 | \$641.80 | \$641.80 |
| 11/10/2025 | 250854 | Bulkhead | 25,000 | \$250.00 | |
| 11/10/2025 | 250855 | Repair | 35,000 | \$340.00 | \$340.00 |
| | 250856 | Zoning | 50 | \$50.00 | \$50.00 |
| 11/12/2025 | 250857 | Repair | 50,479 | \$479.31 | \$479.31 |
| 11/12/2025 | 250858 | Repair | 73,839 | \$689.55 | \$689.55 |
| 11/12/2025 | 250859 | Mechanical | 7,790 | \$100.00 | \$100.00 |
| 11/12/2025 | 250860 | Electrical | 2,500 | \$175.00 | \$175.00 |
| 11/12/2025 | 250861 | Electrical | 2,500 | \$175.00 | \$175.00 |
| 11/14/2025 | 250862 | Addition | 32,000 | \$488.00 | \$488.00 |
| 11/14/2025 | 250863 | Boat Lift | 40,000 | \$485.00 | \$485.00 |
| 11/14/2025 | 250864 | Zoning | 50 | \$50.00 | \$50.00 |
| 11/14/2025 | 250865 | Mechanical | 8,368 | \$100.00 | \$100.00 |
| 11/14/2025 | 250866 | Cargo Lift | 29,500 | \$440.50 | \$440.50 |
| 11/14/2025 | 250867 | Repair | 10,000 | \$125.00 | \$125.00 |
| 11/14/2025 | 250868 | Fence | 15,410 | \$313.69 | \$313.69 |
| 11/17/2025 | 250869 | Mechanical | 2,800 | \$100.00 | \$100.00 |
| 11/18/2025 | 250870 | Mechanical | 14,500 | \$200.00 | \$200.00 |
| 11/18/2025 | 250871 | Repair | 20,000 | \$255.00 | \$255.00 |

| | | | | | |
|------------|--------|----------------------------|-----------------------|--------------------|--------------------|
| 11/18/2025 | 250872 | Repair | 16,000 | \$169.00 | |
| 11/18/2025 | 250873 | Swimming Pool | 90,000 | \$2,085.00 | \$2,085.00 |
| 11/19/2025 | 250874 | Boat Lift | 15,000 | \$260.00 | \$260.00 |
| 11/19/2025 | 250875 | Repair | 6,000 | \$125.00 | \$125.00 |
| 11/19/2025 | 250876 | Zoning | 50 | \$50.00 | \$50.00 |
| 11/19/2025 | 250877 | House Moving | 1,175,000 | \$1,175.00 | |
| 11/19/2025 | 250878 | Repair | 85,000 | \$790.00 | \$790.00 |
| 11/19/2025 | 250879 | Bulkhead | 18,000 | \$187.00 | \$187.00 |
| 11/19/2025 | 250880 | Bulkhead | 35,000 | \$340.00 | \$340.00 |
| 11/19/2025 | 250881 | Bulkhead | 32,000 | \$313.00 | \$313.00 |
| 11/19/2025 | 250882 | Repair | 15,000 | \$160.00 | \$160.00 |
| 11/19/2025 | 250883 | Mechanical | 3,350 | \$100.00 | \$100.00 |
| 11/19/2025 | 250884 | Repair | 13,104 | \$142.93 | \$142.93 |
| 11/19/2025 | 250885 | Electrical | 1,800 | \$175.00 | \$175.00 |
| 11/20/2025 | 250886 | Zoning | 25 | \$25.00 | \$25.00 |
| 11/21/2025 | 250887 | Mechanical | 24,000 | \$400.00 | \$400.00 |
| 11/21/2025 | 250888 | Electrical | 2,400 | \$175.00 | \$175.00 |
| 11/21/2025 | 250889 | Mechanical | 7,935 | \$100.00 | |
| 11/24/2025 | 250890 | Mechanical | 7,900 | \$100.00 | \$100.00 |
| 11/25/2025 | 250891 | Single Family Construction | 769,000 | \$7,048.01 | \$7,048.01 |
| 11/25/2025 | 250892 | Repair | 10,000 | \$125.00 | \$125.00 |
| 11/25/2025 | 250893 | Repair | 95,000 | \$880.00 | |
| 11/25/2025 | 250894 | Single Family Construction | 443,000 | \$22,164.43 | \$22,164.43 |
| 11/25/2025 | 250895 | Electrical | 975 | \$175.00 | \$175.00 |
| 11/25/2025 | 250896 | Zoning | 25 | \$25.00 | \$25.00 |
| | | | \$3,508,066.00 | \$46,534.57 | \$43,960.57 |

PERMIT SUMMARY REPORT

COMMERCIAL

| | |
|--------------------|--------|
| Count | 0 |
| Total Fees | \$0.00 |
| Fees Paid | \$0.00 |
| Total Project Cost | \$0.00 |

RESIDENTIAL

| | |
|--------------------|----------------|
| Count | 66 |
| Total Fees | \$46,534.57 |
| Fees Paid | \$53,960.57 |
| Total Project Cost | \$3,508,066.00 |

TOTAL

| | |
|--------------------|----------------|
| Count | 66 |
| Total Fees | \$46,534.57 |
| Fees Paid | \$43,960.57 |
| Total Project Cost | \$3,508,066.00 |

ACTIVE NEW HOME PERMITS = 30

OTHER ACTIVE PERMITS= 520

PERMITS ISSUED OVER \$30,000 = 77 (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 =28

TOTAL PERMITS= 578

PERMITS IN REVIEW= 11

CAMA ISSUED= 4

CAMA EXEMPTIONS= 4

ZONING ISSUED =9

NOTICE OF VIOLATIONS= 1

DELINEATIONS=5

CAMA SITE INSPECTIONS=8

PERMITS ISSUED THIS MONTH= 66

REINSPECTION FEES = \$675

PERMITS SERVICED FOR INSPECTIONS FROM 11/1/25-11/30/25= 96

TOTAL INSPECTIONS MADE= 149

| 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 | 1,361,352 | 677,885 | 156,355 | 229,150 | 125,484 | 107,649 | 216,414 |
| General Fund Revenue Subtotal FY 25 | 102,467 | 100,308 | 165,835 | 100,037 | 1,073,329 | 1,361,352 | 677,885 | 156,355 | 229,150 | 125,484 | 107,649 | 216,414 |
| General Fund Expenditure Subtotal FY 26 | 179,259 | 323,707 | 246,325 | 293,810 | 141,605 | 491,517 | 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 | 468,646 | 1,541,975 | 1,361,352 | 677,885 | 156,355 | 229,150 | 125,484 | 107,649 | 216,414 |
| Cumulative Expense FY25 | 359,130 | 575,196 | 784,306 | 1,078,848 | 1,284,661 | 1,361,352 | 677,885 | 156,355 | 229,150 | 125,484 | 107,649 | 216,414 |
| Cumulative Revenue FY26 | 92,175 | 177,493 | 333,489 | 859,316 | 2,248,792 | 1,361,352 | 677,885 | 156,355 | 229,150 | 125,484 | 107,649 | 216,414 |
| Cumulative Expense FY26 | 179,259 | 502,966 | 749,291 | 1,043,101 | 1,184,706 | 1,361,352 | 677,885 | 156,355 | 229,150 | 125,484 | 107,649 | 216,414 |

GENERAL FUND

\$1,600,000

\$1,400,000

\$1,200,000

\$1,000,000

\$800,000

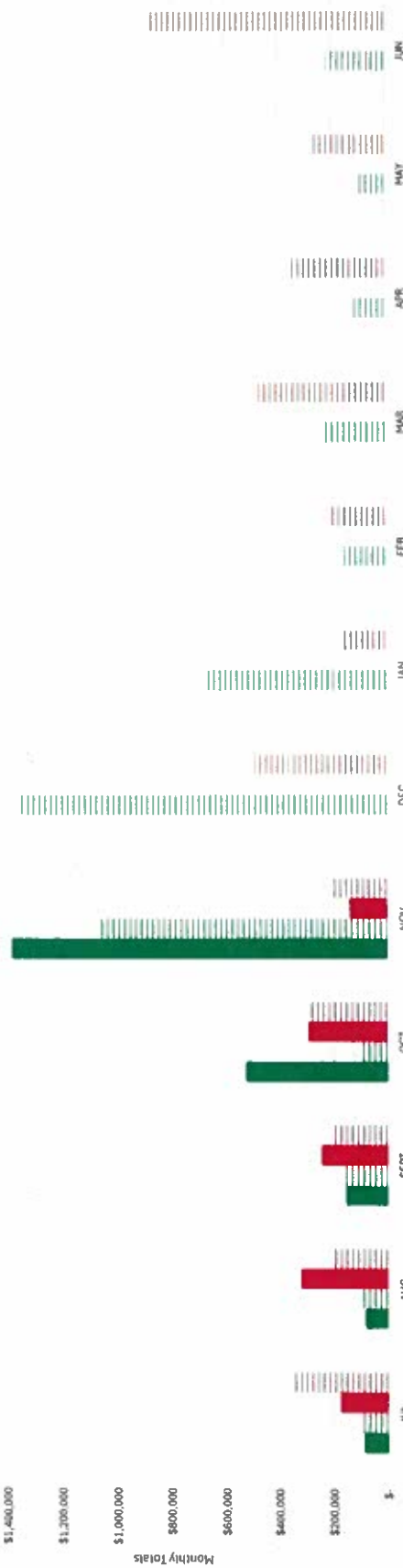
\$600,000

\$400,000

\$200,000

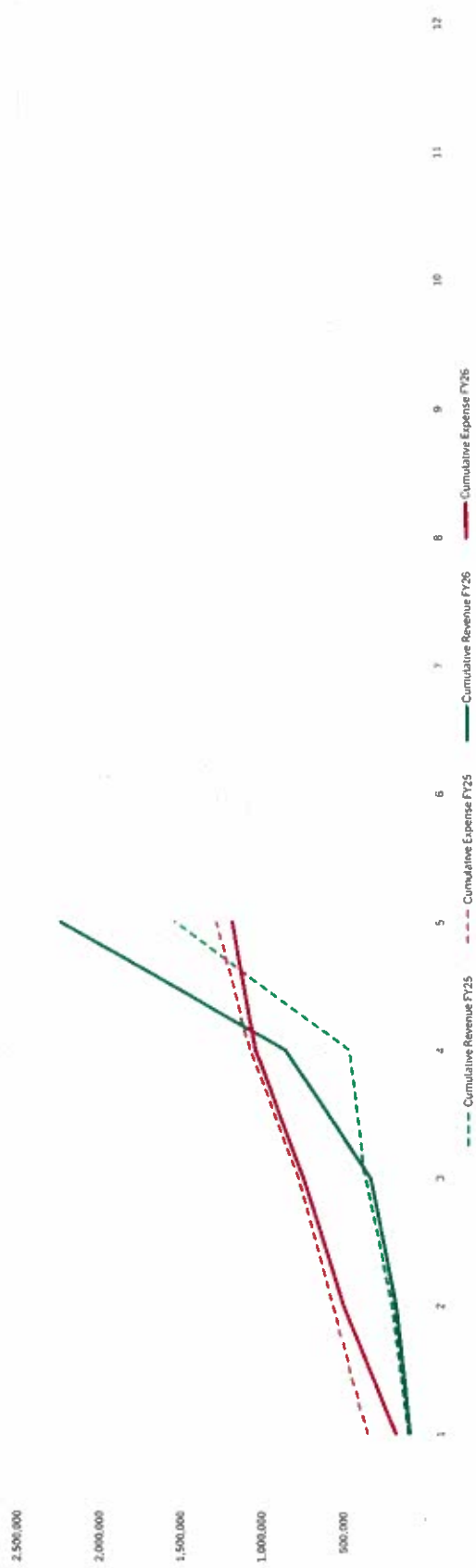
\$0

Monthly Totals



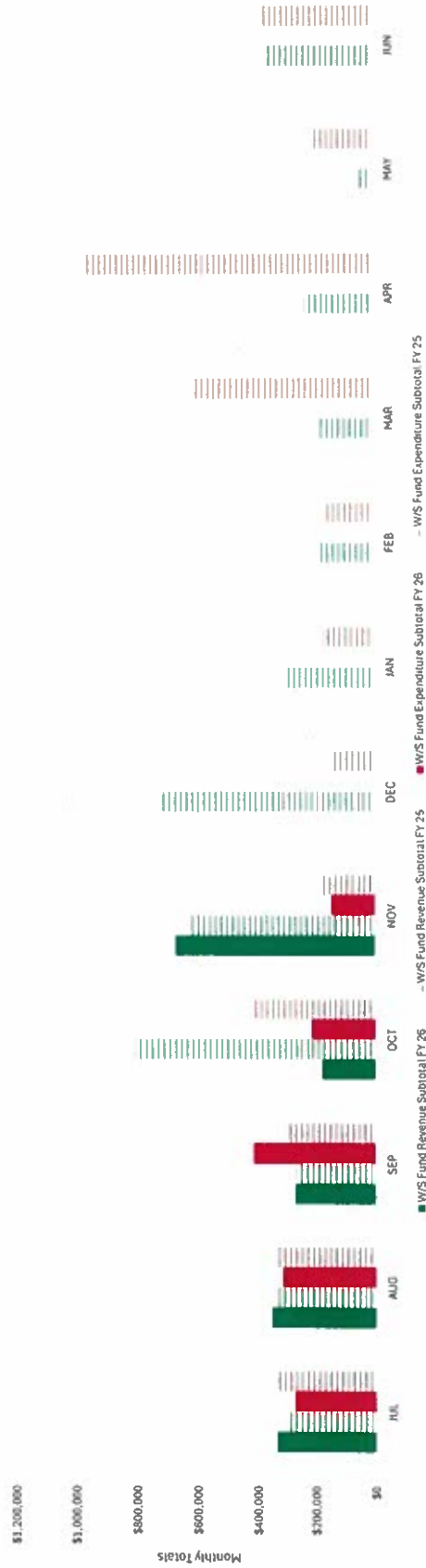
■ General Fund Revenue Subtotal FY 25 ■ General Fund Expenditure Subtotal FY 26

GENERAL FUND

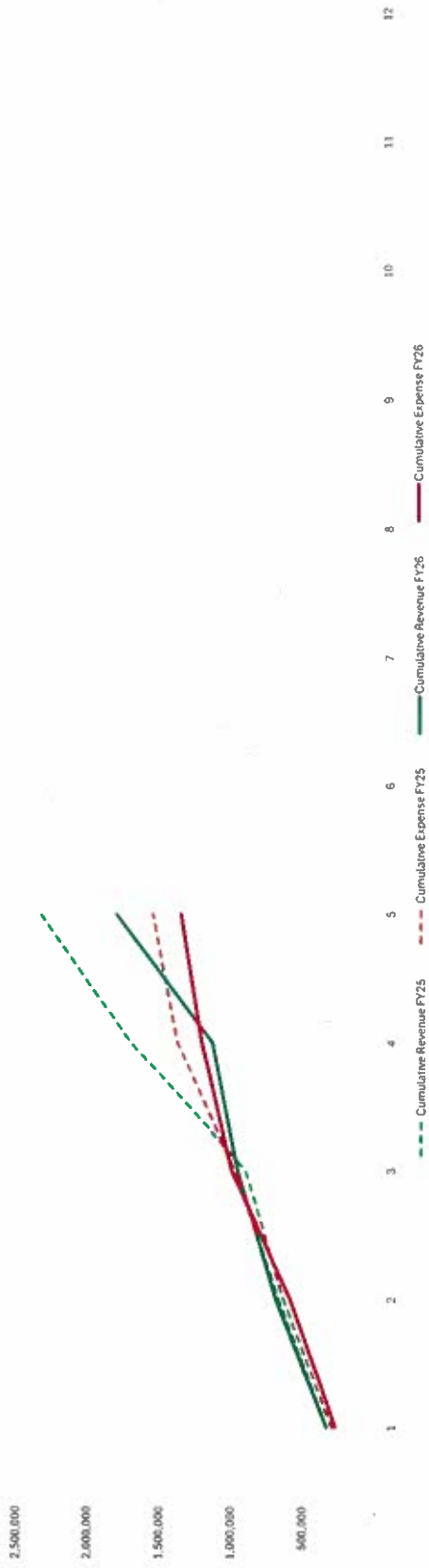


| Month | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-------------------------------------|---------|---------|---------|-----------|-----------|---------|---------|---------|---------|---------|---------|---------|
| W/S Fund Revenue Subtotal FY 28 | 333,945 | 350,710 | 270,032 | 179,002 | 873,084 | 714,498 | 288,442 | 186,327 | 178,205 | 228,788 | 48,520 | 358,005 |
| W/S Fund Revenue Subtotal FY 25 | 297,581 | 336,326 | 266,084 | 807,150 | 626,767 | 146,436 | 171,251 | 162,329 | 598,753 | 968,050 | 195,864 | 390,970 |
| W/S Fund Expenditure Subtotal FY 28 | 271,871 | 312,915 | 410,002 | 213,739 | 146,436 | 141,836 | | | | | | |
| W/S Fund Expenditure Subtotal FY 25 | 334,838 | 334,172 | 304,794 | 408,181 | 174,251 | | | | | | | |
| Cumulative Revenue FY25 | 297,581 | 633,887 | 899,871 | 1,707,120 | 2,333,887 | | | | | | | |
| Cumulative Expense FY25 | 334,838 | 669,011 | 973,805 | 1,379,985 | 1,554,237 | | | | | | | |
| Cumulative Revenue FY28 | 333,945 | 684,655 | 954,687 | 1,133,689 | 1,806,773 | | | | | | | |
| Cumulative Expense FY28 | 271,871 | 584,788 | 994,788 | 1,208,527 | 1,354,983 | | | | | | | |

Water/Sewer Fund

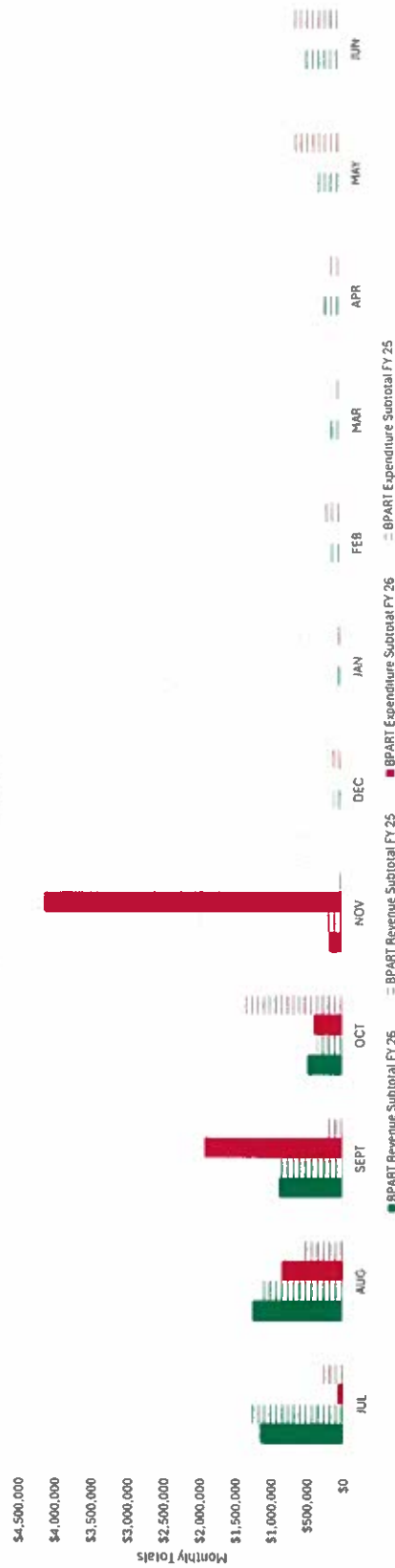


WATER/SEWER FUND

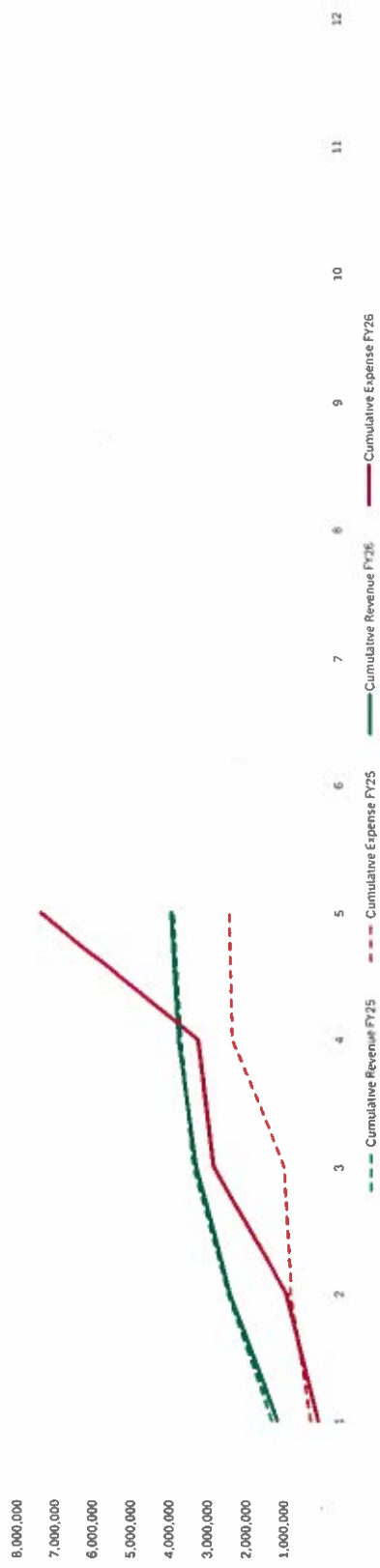


| Month | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|---------|--------|---------|---------|---------|---------|---------|
| BPART Revenue Subtotal FY 26 | 1,152,401 | 1,261,426 | 883,992 | 481,162 | 182,860 | 106,517 | 91,553 | 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 | 4,160,503 | 183,444 | 35,007 | 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 | | | | | | | |
| Cumulative Expense FY25 | 278,616 | 811,327 | 1,018,390 | 2,371,152 | 2,442,630 | | | | | | | |
| Cumulative Revenue FY26 | 1,152,401 | 2,413,827 | 3,297,819 | 3,778,981 | 3,981,841 | | | | | | | |
| Cumulative Expense FY26 | 76,488 | 927,076 | 2,856,087 | 3,251,184 | 7,411,687 | | | | | | | |

BPART



BPART



Holden Beach Public Works Monthly Report

Date: 12/05/25

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

- **Fire Hydrants:** Crew is currently grinding, priming, and painting all of the fire hydrants on the island.
- **Road repair:** Graded Canal dr.
- **Side Walks:** Crew inspected and repaired any of the loose screws in the rubber handicap mats on the sidewalks.

b) Holiday Prep

- **Bridgeview Park:** Crew done an awesome job setting up and decorating for our annual Christmas Tree lighting.

c) Water and Sewer

- **Water Meters:** Crew installed 6 new water services this month.
 - **Water Leaks:** We had 4 water leaks. 2 of which were just water service lines.
 - **Sewer Pits:** 1 new sewer service installed.
 - **Service Calls:** Crew ran close to 45 service calls this month. This included calls just to speak with a customer or cut the water on and off, sewer pit calls, etc.
-

3. Capital Projects & Long-Term Maintenance

a) Ongoing Projects

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

b) Upcoming Projects

- **Station 1:** We are looking to replace vacuum pumps in Station 1 and re plumb the station as we go.
-

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 Manager's Report

Greensboro Street Lift Station

- Work is completed.

Block Q Restrooms & Parking

- In process.

Block Q Master Plan RFQ

- TBD based on discussion with Board.

Block Q Stage Area

- TBD based on discussion with Board.

Ocean Boulevard Stormwater

- Staff met with the Corps for an initial meeting. Staff is working with them on next steps and to finalize the timeline.

Pier Site

- Future Scope of Work Discussion-TBD in the future.

NC Resilient Coastal Communities Program

- The working group has been designated by Tim and the Planning staff.

LWF/Bend Widener Project

- Staff met with the Corps. They have received all funding. The current timeline has the Corps beginning the project around the end of March 2026.

Employee Updates

- Ryleigh Gleason obtained her public notary.
- Gage Garcia was hired as a Public Works Technician.
- John Trudeau rejoined the Police Department full time.

Canal Dredging

- Harbor Acres CAMA permit has been renewed.

Upcoming Town Events

- Shag lessons are scheduled to start in January. There is still time to join the class.
- Upcoming events are listed on the Town website. If you have any questions, please contact Town staff for more information.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 16, 2025

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: December 8, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Resolution 25-09,
Resolution Approving Truist Signature Card

BACKGROUND/PURPOSE OF REQUEST: Historically, the official signatories for the Town's Truist accounts are the mayor, mayor pro tem and staff. Resolution 25-09 updates the current signature card by designating Mayor Holden, Town Manager Chadwick, Assistant Town Manager Ferguson and Finance Director McRaney as the official signatories. It will also designate the Board member that is voted to serve as mayor pro tem for 2026.

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"/> |
|----------------------------|------------------------------|--|

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Resolution 25-09

RESOLUTION 25-09
RESOLUTION APPROVING TRUIST SIGNATURE CARD

WHEREAS, the Town of Holden Beach currently holds accounts with Truist; and

WHEREAS, the Town of Holden Beach and Truist require approval of the signatures to be placed on the Truist Signature Card.

THEREFORE BE IT RESOLVED by the Holden Beach Board of Commissioners that Mayor J. Alan Holden, Mayor Pro Tem _____, Town Manager Bryan Chadwick, Assistant Town Manager Christy Ferguson and Finance Director Daniel McRainey be designated as the official signatories for the Town of Holden Beach's Truist accounts.

BE IT FURTHER RESOLVED that the official signatories selected visit the Holden Beach branch of Truist to sign the necessary official paperwork.

This the 16th day of December, 2025.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/16/25

FROM: Assistant Manager Ferguson

DATE SUBMITTED: 11/26/25

ISSUE/ACTION REQUESTED: Consideration and possible action on closeout items for the referendum.

BACKGROUND/PURPOSE OF REQUEST: The referendum process does not end at the polls and requires a few subsequent actions on the part of the board. You will need to pass the attached resolution which certifies and declares the results (attachment 1). The Statement of the Results is also included in your packet so that you understand what is required to run in the newspaper (attachment 2).

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 |
|----------------------------|------------------------------|--|

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Recommend adoption of resolution to certify the results.

Attachment 1

RESOLUTION 25-10

RESOLUTION CERTIFYING AND DECLARING THE RESULTS OF THE SPECIAL BOND REFERENDUM ON THE BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS HELD FOR THE TOWN OF HOLDEN BEACH, NORTH CAROLINA ON NOVEMBER 4, 2025

WHEREAS, the Board of Commissioners (the "*Board*") of the Town of Holden Beach, North Carolina has considered the Certificate of Canvass of the Brunswick County Board of Elections canvassing the referendum held for the Town of Holden Beach, North Carolina on November 4, 2025 and certifying the result thereof to the Board and has canvassed the result of said referendum.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA that it be and hereby is certified and declared that the number of voters registered and qualified to vote at said referendum was 922.

BE IT FURTHER RESOLVED, that it be and hereby is certified and declared that the total number of voters who voted "Yes" in answer to the question:

"Additional property taxes may be levied on property located in the Town of Holden Beach, North Carolina in an amount sufficient to pay the principal of and interest on bonds if approved by the following ballot question. Shall the order authorizing \$7,300,000 of bonds plus interest to finance the capital costs of the demolition and removal of the existing pier and construction of a new pier, including any improvements related thereto, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved, in light of the following:

- (1) The estimated cumulative cost over the life of the bond, using the highest interest rate charged for similar debt over the last 20 years, would be \$11,586,345 (consisting of \$7,300,000 principal amount of bonds plus \$4,286,345 of interest).
- (2) The estimated amount of property tax liability increase for each one hundred thousand dollars (\$100,000) of property tax value to service the cumulative cost over the life of the bond provided above would be \$31.60 per year."

was 213. The total number of voters who voted "No" in answer to such question was 351. The question in the form submitted was **NOT APPROVED** by the affirmative vote of a majority of those who voted thereon at said referendum.

BE IT FURTHER RESOLVED, that a statement substantially in the form hereinafter set forth declaring the result of said referendum will be filed in the Town Clerk's office and inserted in the Board's minutes and published in accordance with law.

BE IT FURTHER RESOLVED, that this Resolution will become effective on the date of its adoption.

READ, APPROVED AND ADOPTED this 16th day of December, 2025.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

STATE OF NORTH CAROLINA)
) SS:
COUNTY OF BRUNSWICK)

I, *Heather Finnell*, Town Clerk of the Town of Holden Beach, North Carolina, *DO HEREBY CERTIFY* the attached to be a true and correct copy of a Resolution entitled, “**RESOLUTION CERTIFYING AND DECLARING THE RESULTS OF THE SPECIAL BOND REFERENDUM ON THE BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS HELD FOR THE TOWN OF HOLDEN BEACH, NORTH CAROLINA ON NOVEMBER 4, 2025**” adopted by the Board of Commissioners at a meeting held on the 16th day of December, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Town, this the ____ day of December, 2025.

(SEAL)

Town Clerk
Town of Holden Beach, North Carolina

Attachment 2

STATEMENT OF RESULTS OF SPECIAL BOND REFERENDUM ON THE BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS, HELD FOR THE TOWN OF HOLDEN BEACH, NORTH CAROLINA ON NOVEMBER 4, 2025

WHEREAS, by direction of the Board of Commissioners (the "*Board*") of the Town of Holden Beach, North Carolina (the "*Town*"), a special bond referendum was duly called and held for said Town on November 4, 2025 for the purpose of submitting to the qualified voters of said Town the question hereinafter set forth, and said Board has received from the Brunswick County Board of Elections a certification of the results of said referendum, and has determined the result of said referendum to be as hereinafter stated;

NOW, THEREFORE, the Board of Commissioners of the Town of Holden Beach hereby makes the following statement of the result of said referendum pursuant to The Local Government Bond Act:

- (1) The number of voters registered and qualified to vote at said referendum was 922.
- (2) The total number of voters who voted "**Yes**" in answer to the question,

"Additional property taxes may be levied on property located in the Town of Holden Beach, North Carolina in an amount sufficient to pay the principal of and interest on bonds if approved by the following ballot question. Shall the order authorizing \$7,300,000 of bonds plus interest to finance the capital costs of the demolition and removal of the existing pier and construction of a new pier, including any improvements related thereto, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved, in light of the following:

- (1) The estimated cumulative cost over the life of the bond, using the highest interest rate charged for similar debt over the last 20 years, would be \$11,586,345 (consisting of \$7,300,000 principal amount of bonds plus \$4,286,345 of interest).
- (2) The estimated amount of property tax liability increase for each one hundred thousand dollars (\$100,000) of property tax value to service the cumulative cost over the life of the bond provided above would be \$31.60 per year."

was 213. The total number of voters who voted "**No**" in answer to such question was 351. The question in the form submitted was **NOT APPROVED** by the affirmative vote of a majority of those who voted thereon at said referendum.

Any action or proceeding challenging the regularity or validity of this bond referendum must be begun within 30 days after December , 2025.

**BOARD OF COMMISSIONERS OF THE TOWN OF
HOLDEN BEACH, NORTH CAROLINA**



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/16/25

FROM: Town Manager Chadwick

DATE SUBMITTED: 11/26/25

ISSUE/ACTION REQUESTED: Consideration and possible action on stage and RFQ.

BACKGROUND/PURPOSE OF REQUEST: Staff promised to bring back two items, one being a recommendation on how to move forward with the stage and the other being the RFQ for the master plan of the Jordan Boulevard/Block Q area.

- a. With board approval, staff will move forward with seeking a design and drafting specifications to attempt to complete construction this budget year
- b. The original RFQ presented in October is also attached 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 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 ☐ NO ☒ N/A

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Recommend board approve a path forward to complete these projects.



Town of Holden Beach

RFQ- Comprehensive Design Plan (Jordan Blvd., Block Q, Bridge Area)

Project Introduction

The Town of Holden Beach ("Town") is seeking qualifications from architecture and engineering firms to provide a comprehensive design plan for Jordan Boulevard, Block Q, the area under the bridge, and the end of Jordan Boulevard where the former pavilion was located. This plan will be used as a guide to meet the Town's recreational and service needs for activities including but not limited to a stage/pavilion, dance floor, pickleball courts, boat parking, and vehicle parking. The goal is to maximize the use of these spaces without constraining the selected firm in directing the placement of these amenities.

Issue Date: December 19, 2025

Proposals Due: January 30, 2026 by noon

Send submissions to:

Heather Finnell, Town Clerk
110 Rothschild Street
Holden Beach, NC 28462

All questions regarding this RFQ must be received by January 16, 2026 at noon and should be directed to Bryan Chadwick at bryan.chadwick@hbtownhall.com. Responses to questions will be provided no later than January 23, 2026 at 5 p.m.

Project Description

The purpose of the project is to develop a comprehensive master plan for the Jordan Boulevard/Block Q area which is located around the Holden Beach Bridge. Qualified consultants will assess the area and develop a comprehensive plan to meet the current and future recreational needs of the citizens and our many visitors. The plan should include but not be limited to the following:

1. Assessment of existing conditions that includes data and demographic information. Topics of interest should include:
 - Demographic and Sociological Factors including population composition, population growth projection and trends
 - Tourism
 - Transportation
 - Community Services and Facilities
 - Parks and Recreation Services

- Natural Environment and Related Features
 - Community Character
2. Thorough Assessment of Amenities (proposed and existing)
- An existing conditions assessment, including a site inspection, of current facilities of the Town of Holden Beach Parks and Recreation Department should be conducted to assess the current conditions and suitable uses. Specifically, an evaluation of amenities/programs at nearby Bridgeview Park should be taken into consideration in deciding how to best develop the project area. Specific components should include, but not be limited to:
- Inventory of Existing Recreational Facilities-including pickleball courts, concert space, etc.
 - Existing Recreation Programs, Special Events, and Festivals
 - Available Parking-vehicular and boat trailer
 - Recreational Needs Assessment
 - Review of the Town's CAMA Land Use Plan, Zoning Ordinances, and Parks and Recreation Master Plan as part of recommendations
 - Review of any legal documents regarding the site
 - Review of Previous Plans that may be beneficial in development
3. Development of a Comprehensive Plan
- A comprehensive plan that best utilizes available town-owned space for the placement of facilities should be a final work product.
- Consider the work will be conducted in phases and budgeted over several years until completion
 - Include any stormwater elements and permitting requirements that will be needed for each element
 - Describe public involvement or ways the firm will provide public feedback for development
4. Appendices/Maps
- The Town's most recently approved CAMA Land Use Plan, Zoning Ordinances, and Parks and Recreation Master Plan should be considered as part of recommendations in the evaluation process to make sure nothing that is proposed conflicts with these documents. Ways in which these planning documents were tied to designs should be included in the Appendices as well as the Public Engagement Results. Current maps of the general vicinity, existing facilities, and other relevant maps should also be included in the appendices.

Materials/Documents

Professional graphics and documents shall be required at various stages of the planning process. They shall include:

- Professional support renderings, maps, graphs, charts and photographs to illustrate data as needed for meetings and presentations

- An Updated Master Plan bound document which includes all text, graphs, tables, charts, maps, plans, illustrations, and photographs needs to present the plan and its process in its entirety in a succinct and professional format. A draft shall be presented for staff approval prior to completion of the plan.
- A summary of conclusions and recommendations included in the Updated Master Plan

Master Plan Products

- Ten copies of the first draft shall be required.
- Ten copies of the final Master Plan Report document including any maps that can be reproduced and contained within the report. The final report should include survey results and a summary of public comments on the plan. One of these copies should be in a three-ring binder. The others should be bound.
- Presentation graphics in the form of charts, maps, photographs, etc. used in community workshops.
- One electronic copy of the Master Plan. Copy should be completed using Windows Word Program and all maps should be available in PDF and JPEG formats.

Public Involvement

It is envisioned that the plan will involve some public outreach, stakeholder input, and public engagement. This includes capturing a vision for the future of the community to help guide projects.

Submittal Contents

Please submit ten (10) copies of your proposal. One of these copies should be in the three-ring binder described above. Each proposal should be submitted in bound "8 1/2 x 11" format and shall include all relevant photographs and drawings. One digital copy should also be provided. Proposals shall provide the following information:

- Cover Letter: Including verification that demonstrates the consultant's history of successful master planning. Proposals will be evaluated based on the expertise of the consultant team and the overall experience of the team with emphasis on parks, recreation, and facilities.
- Identify the project staff: A list of proposed project team members and their respective expertise in such work should be included. An organizational chart identifying all staff assigned to the project should be included. Roles should be defined regarding responsibilities and tasks assignments for each member for the duration of the project. Current workload of key staff should be included. Indicate any work or resources that are to be subcontracted or assumed to be provided by local government agencies.
- Project Approach: Describe your team's approach to successfully delivering the project. Provide details on how each task will be completed. Include any recommendations for maximizing effectiveness and efficiency.
- Scope of Work: Provide details regarding the specific methodologies, approaches, tasks, and schedule being proposed. Respondents may propose a methodology or set of tasks that

are different from those in the Project Description, but the submittal must meet or exceed the indicated deliverables and state why a different methodology/tasks are recommended.

- **Supporting Examples:** Provide a list of three (3) similar or relevant projects including graphic representation. Links to these projects are also encouraged.
- **References:** Provide a minimum of three (3) references with which the applicant has provided similar planning/design services for within the last five years. References should include: name, phone number, email address and a description of services provided to that contact.
- **Proposed Schedule:** Detailed schedule of completing work, including intermediate project stages leading to the final project.

Qualification packages (no more than 30 pages) along with a letter from the firm principal committing the qualification package for a minimum of 60 days should be clearly marked-**Qualification Package for Block Q/Jordan Design Plan** to the Town Clerk at the following address no later than noon on January 30, 2026.

Town of Holden Beach
Attention: Heather Finnell
110 Rothschild Street
Holden Beach, NC 28462

Selection Process

Once the proposals are submitted, the staff will review and score proposals.

Evaluation Criteria

The following criteria will be the basis on which consultants will be selected (in no particular order):

1. Team organization and structure
2. Personnel qualifications
3. Specialized experience of the firm and related experience with similar projects, with emphasis on recreational facilities and programs
4. Proposed project approach, the methodology for forming the comprehensive master plan and the schedule of completion
5. Demonstrated knowledge of the area where the project is located
6. Experience conducting public meetings
7. Current workload and firm capacity demonstrating estimated timeline for design completion if selected
8. Client References
9. Quality of Proposals

General Comments

- Any cost incurred by consultants in preparing, submitting, and presenting an RFQ for the project shall be at the sole expense of the consultant. The Town of Holden Beach is not responsible for any costs incurred prior to the issuance of a signed contract.

- Any and all responses submitted will, upon submittal, become the property of the Town of Holden Beach, and will be public records, unless the submitting party takes appropriate steps to exempt information from the requirement of the Public Records law.
- The Town of Holden Beach reserves the right to negotiate a contract, including the scope of work and contract price, with any respondent or qualified party.
- This request does not commit the Town of Holden Beach to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services.
- The Town is committed to ensuring that small business enterprises as well as business enterprises owned and operated by women and/or minority persons are afforded every opportunity to fully and fairly participate in the Town's procurement process for goods and services. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications. Firms using subcontractors must solicit such firms in the subcontracting process.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/16/25

FROM: Assistant Manager Ferguson

DATE SUBMITTED: 11/24/25

ISSUE/ACTION REQUESTED: Consideration and possible action on playground equipment.

BACKGROUND/PURPOSE OF REQUEST: Playground equipment was included as a component of the fiscal year budget. The PRAB reviewed three proposals and narrowed the choice to the attached design. The current budget on equipment is predicated on phasing in equipment over a two-year period.

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 |
|----------------------------|------------------------------|--|

ADVISORY BOARD RECOMMENDATION: Recommend approval of design and purchase of equipment.

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Recommend approval of design and purchase of equipment and approval of budget amendment.

TOWN OF HOLDEN BEACH

ORDINANCE NO. 25-17

AN ORDINANCE AMENDING ORDINANCE 25-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2025-2026 (AMENDMENT NO. 5)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 25-11 appropriating funds for fiscal year 2025-2026 be amended as follows:

| REVENUES | | | |
|---------------------------|--------------|------------------|----------|
| DESCRIPTION | ACCOUNT # | AMOUNT | ACTION |
| FUND BALANCE APPROPRIATED | 50.0399.0000 | 81,572.00 | INCREASE |
| | <u>TOTAL</u> | <u>81,572.00</u> | |
| EXPENDITURES | | | |
| DESCRIPTION | ACCOUNT # | AMOUNT | ACTION |
| ROTHSCHILD & DAVIS PARK | 50.0710.5004 | 81,572.00 | INCREASE |
| | <u>TOTAL</u> | <u>81,572.00</u> | |

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

This amendment is effective the 16th day of December, 2025.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/16/25

FROM: Finance Director McRainey

DATE SUBMITTED: 12/5/25

ISSUE/ACTION REQUESTED: Martin Starnes and Associates contract for the fiscal year 2025 audit.

BACKGROUND/PURPOSE OF REQUEST: The audit contract has been revised to reflect the new dates due to the delays from the government shutdown.

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 checked="" type="checkbox"/> | NO <input type="checkbox"/> N/A |

CONTRACTS/AGREEMENTS: (select one)

| | | |
|----------------------------|------------------------------|--|
| REVIEWED BY TOWN ATTORNEY: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> N/A |
|----------------------------|------------------------------|--|

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: Recommend approving the revised contract.

TOWN MANAGER'S RECOMMENDATION: Recommend approval of the revised contract.

| | |
|---------|---|
| Whereas | Primary Government Unit Town of Holden Beach, NC |
| and | Discretely Presented Component Unit (DPCU) (if applicable) N/A |
| and | Auditor Martin Starnes & Associates, CPAs, P.A. |

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

| | | | |
|-----|--------------------------------|--|------------------|
| for | Fiscal Year Ending 06/30/25 | and originally to be submitted to the LGC on | Date 12/31/25 |
|-----|--------------------------------|--|------------------|

hereby agree that it is now necessary that the contract be modified as follows.

| | | |
|---|---------------------------|---------------------------|
| <input checked="" type="checkbox"/> Modification to date submitted to LGC | Original date 12/31/25 | Modified date 02/12/26 |
| | Original fee | Modified fee |
| <input type="checkbox"/> Modification to fee | | |

Primary Other
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

- | | | |
|----------------------------------|--------------------------|--|
| <input type="radio"/> | <input type="checkbox"/> | Change in scope |
| <input type="radio"/> | <input type="checkbox"/> | Issue with unit staff/turnover/workload |
| <input type="radio"/> | <input type="checkbox"/> | Issue with auditor staff/turnover/workload |
| <input type="radio"/> | <input type="checkbox"/> | Third-party financial statements not prepared by agreed-upon date |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not have bank reconciliations complete for the audit period |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not have reconciliations between subsidiary ledgers and general ledger complete |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not have information required for audit complete by the agreed-upon time |
| <input type="radio"/> | <input type="checkbox"/> | Delay in component unit reports |
| <input type="radio"/> | <input type="checkbox"/> | Software - implementation issue |
| <input type="radio"/> | <input type="checkbox"/> | Software - system failure |
| <input type="radio"/> | <input type="checkbox"/> | Software - ransomware/cyberattack |
| <input type="radio"/> | <input type="checkbox"/> | Natural or other disaster |
| <input checked="" type="radio"/> | <input type="checkbox"/> | Other (please explain) |

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due six months after fiscal year end (ten months after fiscal year end for housing authorities). Indicate NA if this is an amendment due to a change in cost only.

N/A - this contract amendment is due to the late release of the 2025 compliance supplement

Additional Information

Please provide any additional explanation or details regarding the contract modification.

This contract amendment is due to the late release of the 2025 compliance supplement.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

| | |
|--|---------------------------|
| Audit Firm* | |
| Martin Starnes & Associates, CPAs, P.A. | |
| Authorized Firm Representative* (typed or printed) | Signature* |
| Amber Y. McGhinnis | <i>Amber Y. McGhinnis</i> |
| Date* | Email Address |
| 12/01/25 | amcghinnis@msa.cpa |

GOVERNMENTAL UNIT

| | |
|---|---------------------------|
| Governmental Unit* | |
| Town of Holden Beach, NC | |
| Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy) | |
| Mayor/Chairperson* (typed or printed) | Signature* |
| J. Alan Holden, Mayor | |
| Date | Email Address |
| | alan@alanholdenrealty.com |

| | |
|--|---------------|
| Chair of Audit Committee (typed or printed, or "NA") | Signature |
| N/A | |
| Date | Email Address |
| | |

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

| | |
|--|----------------|
| Primary Governmental Unit Finance Officer* | Signature* |
| N/A | |
| Date of Pre-Audit Certificate* | Email Address* |
| | |

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

| | |
|---|---------------|
| DPCU N/A | |
| Date DPCU Governing Board Approved Amended Audit Contract (if required by governing board policy) | |
| DPCU Chairperson (typed or printed) | Signature |
| Date | Email Address |

| | |
|---|---------------|
| Chair of Audit Committee (typed or printed, or "NA") N/A | Signature |
| Date | Email Address |

DPCU – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

| | |
|--|---------------|
| DPCU Finance Officer (typed or printed) N/A | Signature |
| Date of Pre-Audit Certificate | Email Address |



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 16, 2025

FROM: Chris Benton, PW Director DATE SUBMITTED: December 8, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Fifth Amendment to Solid Waste and Recyclables Collection, Transportation and Disposal Agreement between the Town and GFL Environmental

BACKGROUND/PURPOSE OF REQUEST:

GFL has provided the Town with a proposed amendment to the Solid Waste and Recyclables Collection, Transportation and Disposal Agreement. The current agreement's term is through December 31, 2025.

The amendment would extend the initial term by two years, with the end date being December 31, 2027. Pursuant to the terms of our contract, current rates would be adjusted by 3%.

Staff recommends approval.

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"/> |
|----------------------------|------------------------------|--|

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Proposed Agreement

**FIFTH AMENDMENT TO SOLID WASTE AND RECYCABLES COLLECTION,
TRANSPORTATION AND DISPOSAL AGREEMENT**

THIS FIFTH AMENDMENT TO SOLID WASTE AND RECYCABLES COLLECTION, TRANSPORTATION AND DISPOSAL AGREEMENT (this "Fifth Amendment") made and entered into this 6th day of December , 2025 by and between WASTE INDUSTRIES, LLC, doing business as GFL Environmental, a North Carolina limited liability company ("WI"), and the TOWN OF HOLDEN BEACH ("Customer").

RECITALS

A. WI and Customer are parties to a Solid Waste and Recyclables Collection, Transportation and Disposal Agreement dated February 21, 2017, as previously amended and extended (the "Agreement").

B. WI and Customer desire to extend the term of the Agreement and make certain other changes as set forth herein.

AGREEMENTS

NOW, THEREFORE, in consideration of the Recitals, the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to amend the Agreement as follows:

1. As contemplated by Section 1 of the Agreement, the parties confirm their mutual desire to extend the Term by two (2) years, such that it runs through December 31, 2027.
2. Exhibit A to the Agreement regarding rates is hereto deleted in its entirety and replaced with Exhibit A attached hereto.
3. Except as specifically modified herein, the Agreement shall remain in full force and effect as written (and as previously amended). Capitalized terms used and not otherwise defined herein will have the meanings as set forth in the Agreement.

IN WITNESS WHEREOF, this Fifth Amendment to Solid Waste and Recyclables Collection, Transportation and Disposal Agreement is executed and delivered on behalf of the undersigned by their duly authorized representatives as of the date first set forth above.

{Signatures on Following Page}

TOWN OF HOLDEN BEACH

ATTEST:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

WASTE INDUSTRIES, LLC dba GFL

ATTEST:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

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

Town Finance Officer

Exhibit A

Residential Curbside Trash (second pickup) - The charge for once per week secondary residential curbside trash to CUSTOMER from CONTRACTOR shall be \$11.82 per month per cart. CONTRACTOR will provide one 95 (ninety-five) gallon cart for MSW to each address using the Services. CUSTOMER may request additional carts for residents. Additional carts will be billed directly to property owner. This pickup service will be provided on Saturdays for the months of June, July, August & September.

Curbside Recycle - CONTRACTOR will provide a 95 gallon recycle container for the voluntary program for a price of \$6.77 per month per property owner. Processing fees/payment will be tied to the best negotiated agreements with local processors. These fees/payments will be mutually agreed upon but not reasonably withheld. Waste Industries will supply documentation as a part of the process of negotiations.

Rolloff Service - 30 cubic yard container at Laydown Yard on Scotch Bonnet for \$155.00 delivery, \$105.96 per month rent, \$195.45 per haul & \$77.94 per ton for MSW tonnage.

November 24, 2025

Mr. Bryan Chadwick
Town Manager
Town of Holden Beach
110 Rothschild Street
Holden Beach, N.C. 28462

Dear Mr. Chadwick,

Pursuant to the terms of our amended contract dated February 21, 2017, for solid waste collection, transportation, and disposal services provided to the Town of Holden Beach, Waste Industries is adjusting current rates by 3.0% effective January 1, 2026.

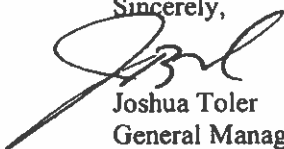
The following information reflects current rates charged versus adjusted rates:

| | Currently Monthly Charges | Adjusted Monthly Charges |
|-------------------------------|---------------------------|--------------------------|
| *2nd Pickup | \$11.48 each per month | \$11.82 |
| Recycling Program | \$6.57 each per month | \$6.77 |
| 30 Yard Roll Off | \$102.87 rental | \$105.96 |
| | \$189.76 per haul | \$195.45 |
| | \$75.67 per ton | \$77.94 |

****Recycle rates above do not include the recycle processing adjustment**

Waste Industries would like to thank you for the opportunity to serve the Town of Holden Beach as we are committed to providing you with the best possible service. If you have any questions, please do not hesitate to call me at 1-910-777-9434.

Sincerely,



Joshua Toler
General Manager



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 16, 2025

FROM: Chris Benton, PW Director DATE SUBMITTED: December 8, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Resolution 25-11, Resolution Opposing the Fuquay-Varina Interbasin Transfer and Request for Additional Comment

BACKGROUND/PURPOSE OF REQUEST:

Representatives from the Lower Cape Fear Water and Sewer Authority (LCFWASA) distributed a draft resolution opposing the Fuquay-Varina Interbasin Transfer (IBT) and requesting additional comment. The resolution outlines concerns regarding the Town of Fuquay-Varina's proposal to transfer water from the Cape Fear River Basin to the Neuse River Basin and it requests additional time and opportunities for the impacted Cape Fear Basin communities to review and provide input on the proposed transfer.

Given the potential regional impacts to water availability and future growth, LCFWASA is asking local governing bodies to consider adopting a similar resolution to support this effort.

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"/> |
|----------------------------|------------------------------|--|

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Recommend approval of resolution opposing the Fuquay-Varina Interbasin Transfer (IBT) and request for additional comment.

ATTACHMENT: Resolution 25-11



RESOLUTION 25-11

RESOLUTION OPPOSING THE FUQUAY-VARINA INTERBASIN TRANSFER AND REQUEST FOR ADDITIONAL COMMENT

WHEREAS, Brunswick County Public Utilities provide the following municipalities with wholesale water: Bald Head Island, Holden Beach, Oak Island, and Ocean Isle Beach and the following with retail water service for: Bolivia, Calabash, Carolina Shores, Caswell Beach, Holden Beach (parts), Leland (parts), Navassa, St. James, Sandy Creek, Shallotte, Sunset Beach, and Varnamtown. Brunswick County is one of the fastest growing counties in the state and serves 350,000 customers at the seasonal peak. Brunswick County's primary role is to treat water for potable use to its customers. The majority of this water is sourced from the Cape Fear River.

WHEREAS, on September 1, 2020, the Town of Fuquay-Varina (Town) submitted a Notice of Intent to Request an Interbasin Transfer (IBT) requesting an average day transfer of approximately 4 million gallons per day (MGD) and a maximum day transfer of 8 MGD from the Cape Fear River basin to the Neuse River basin.

WHEREAS, over five years after submitting its Notice of Intent, the Town released a draft Environmental Impact Statement (DEIS) identifying a preferred alternative of sourcing water from the Tri-Rivers Water Treatment Plant in the Cape Fear River basin and seeking approval to transfer 6.17 million gallons per day from the Cape Fear River basin (2-3) to the Neuse River basin (10-1). The DEIS is nearly 2,000 pages.

WHEREAS, the Town's DEIS does not account for any of the 6.17 million gallons per day to be returned from the benefiting Neuse River basin to the impacted Cape Fear River basin at any time.

WHEREAS, published documents indicate the Town has purchased a total of 6 million gallons of water capacity from the City of Sanford via the Tri-Rivers Water Treatment Plant.

WHEREAS, presently the Town receives up to a total of 4.25 MGD of potable water from the City of Raleigh, Harnett County, and Johnston County on a contractual basis.

WHEREAS, Lower Cape Fear Water and Sewer Authority, Brunswick County, Pender County, and the Cape Fear Public Utility Authority, (collectively, Cape Fear Basin Water Utilities) rely upon the Cape Fear River as the source of their raw water to serve their communities.

WHEREAS, data reflects that the removal, without return, to the Cape Fear River basin may result in the overallocation of the Cape Fear River at Kings Bluff, leading to substantial adverse environmental and economic effects to the impacted communities, particularly those served by the Cape Fear Basin Water Utilities.

WHEREAS, the potential impacts to the communities served by the Cape Fear Basin Water Utilities include increased risk of water shortages during periods of drought; less potential future economic development opportunities; and reduced water flow or quality for recreational use.

WHEREAS, the Town has not provided any measures or alternatives to avoid detrimental impacts upon the currently authorized Local Water Supply Plans of the Cape Fear Basin Water Utilities. Drought conditions throughout the State have affected the flow of the Cape Fear River, the net effect of the IBT would result in negative water quantity and quality, particularly during periods of drought or low river flow.

WHEREAS, although the communities served by the Cape Fear Basin Water Utilities will be detrimentally impacted by this IBT certificate request, those communities benefiting from the request will be positioned for growth and increased economic development.

WHEREAS, in December 2022, a public records request was sent on behalf of the Cape Fear Basin Water Utilities to the Town of Fuquay-Varina requesting documents related to the requested IBT certificate. Nearly three years later, the Town has yet to fulfill this request.

WHEREAS, in October 2023, a public records request was submitted on behalf of the Cape Fear Basin Water Utilities to the City of Sanford requesting documents related to the Sanford's expansion of its drinking water structure in the Cape Fear River basin. Over two years later, the Cape Fear Basin Water Utilities has not received any documents in response to this request.

WHEREAS, in July 2024, the Cape Fear Public Utility Authority submitted a public records request to DEQ requesting documents related to Fuquay-Varina's IBT certificate request. On October 23, 2025, fifteen months after the public records request was submitted, DEQ provided thousands of pages of additional documents in response to the CFPUA's public records request.

WHEREAS, on November 4, 2025, a week after LCFWASA received the documents from DEQ, it was announced that the Environmental Management Commission (EMC) would allow public comment relating to the Town's DEIS for its IBT certificate request, with a public comment deadline of February 1, 2026.

WHEREAS, although the Town required five years to develop its DEIS, and DEQ required fifteen months to fulfill a public records request, the Authority will have only three months within which to review thousands of pages of engineering and environmental records and conduct its own independent analysis.

WHEREAS, furthermore, the November 4, 2025 announcement stated that the EMC would hold a series of public hearings regarding the Town's DEIS, to be held December 4, 2025, in Fayetteville, NC; December 9, 2025, in Raleigh, NC; and December 11, 2025, in Pittsboro, NC.

WHEREAS, despite the substantial impact of the Town's DEIS and IBT certificate request to the Cape Fear Basin Water Utilities, the closest hearing location is nearly 100 miles away, in Fayetteville, NC.

WHEREAS, due process requires that those impacted be offered both notice and an opportunity to be heard. The locations of the hearings are centrally located to the beneficiaries of the Town's IBT certificate request, but do not provide the same access and opportunity to be heard by impacted communities, particularly the Cape Fear Basin Water Utilities.

THEREFORE, BE IT RESOLVED:

THAT, the Holden Beach Board of Commissioners formally opposes the Town of Fuquay-Varina IBT certificate request and draft Environmental Impact Statement as submitted and amended.

THAT, the Holden Beach Board of Commissioners opposes any IBT certificate request affecting the Cape Fear River basin that does not account for the return of the water so removed.

THAT, the Holden Beach Board of Commissioners requests the North Carolina Environmental Management Commission to allow the Cape Fear Basin Water Utilities additional time to respond and submit comments to the DEIS and requested IBT Certificate. The Board of Commissioners further requests that any extension of time be commensurate with the delay between when information was requested by the Cape Fear Basin Utilities and when it was actually delivered.

THAT, the Holden Beach Board of Commissioners requests the North Carolina Environmental Management Commission to hold an additional, fourth public hearing on the draft Environmental Impact Statement in New Hanover, Brunswick, and Pender County during the month of December 2025 or January 2026, to allow the public to attend and provide relevant comments on the DEIS and requested IBT Certificate.

Adopted this 16th day of December, 2025

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk