



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, APRIL 8, 2025 - 5:30 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, April 8, 2025 at 5:30 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; Interim Town Manager Christy Ferguson; Town Clerk Heather Finnell; Police Chief Jeremy Dixon, Lieutenant Frank Dilworth, Public Works Director Chris Clemmons; Public Works Supervisor Chris Benton, Inspections Director Tim Evans; and Finance Director Daniel McRaney.

Mayor Holden called the meeting to order.

PUBLIC COMMENT

No comments were made.

DISCUSSION AND POSSIBLE ACTION ON STREET PAVING BIDS (SAND DOLLAR DRIVE AND HERON DRIVE)

Public Works Director Clemmons explained Right Angle Engineering solicited bids for the street paving of Sand Dollar Drive and Heron Drive. The low bid was from Highland Paving in the amount of \$149,500. He reviewed the bids received and answered questions from the Board.

Motion by Commissioner Smith that we approve the contract for Highland Paving to take care of our paving on Sand Dollar and Heron Drive; second by Commissioner Paarfus.

Mayor Pro Tem Myers asked why this is so urgent that it was added to this meeting instead of the Regular Meeting. Public Works Director Clemmons responded Highland Paving has a timeslot coming up within the next couple of weeks. Interim Town Manager Ferguson asked that the motion include complete the associated paperwork.

Commissioners Smith and Paarfus both agree to include that the town manager complete the associated paperwork. The amended motion passed unanimously.

BUDGET WORKSHOP

Interim Town Manager Ferguson said the packets include the goals and objectives as staff understands were agreed on by consensus from the last meeting. Today kicks off exploring expenditures. Salaries are included based on a 2.5% merit and 2.5% COLA. People coming off their probationary period are also reflected in the salary lines.

Commissioner Paarfus said one of the Board's goals is that the capital reserve for water and sewer will meet our future needs. He asked if there is a budget need to work on that goal. Rates and future needs were discussed. Interim Town Manager Ferguson explained Public Works Director Clemmons has been working on an analysis of other communities that will be presented to the Board during the combined revenues/expenditures meeting. She doesn't think we will need contracted services for this.

The Board reviewed Governing Body Expenses. Finance Director McRainey provided information regarding Debtbook. The new camera system was discussed. Town Clerk Finnell explained she received a quote to add to the new system. Funds were added for the upcoming budget in case more small improvements need to be made. Town Hall Ops, Maintenance and Repair include funds for generator maintenance.

Finance Director McRainey explained that Financial Advisory under Admin Expenses includes funds for the bond counsel in case a need comes up.

Funding for the proposed initiatives for retention and recruitment are included in the proposed Police Expenses. Chief Dixon provided information on the Federal L.E.S.S. program. The Police Department plans on getting rid of a Humvee and getting a different vehicle. The other Humvee has been painted.

Half of the cost for the Town Hall and parks landscaping contract is covered under Building & Grounds in the Public Works, Street, Building and Grounds Expenses and the other half is taken from the BPART Fund. Public Works Director Clemmons explained they are working on a bulkhead at Sand Dollar right now and how the bulkhead program works. Street sweeping and sidewalks were discussed.

The Corps' stormwater project was discussed. Interim Town Manager Ferguson said the Town has not committed yet, but it is the only federal funding stream. You have to do a partnership with the Corps for the \$2.2 million Disaster Relief Funds. Representatives from the Corps are supposed to come to the May meeting. They will have a draft partnership agreement for the Board to consider. It is for the 300 block, the east end of Mullet and the east end of Avenue A. Commissioner Thomas said there are other state opportunities coming up and suggested removing the word Corps from the description. Interim Town Manager Ferguson said we can remove the word Corps. The reason for the \$300,000 number

is that of the \$2.2 million price tag, the engineer thinks that is the amount we could get through next year. Mayor Pro Tem Myers would like Corps to be removed.

The Rollback service shows half in the BPART Fund and half in Sanitation.

Interim Town Manager Ferguson provided information on new and replacement garbage cans. That expense is in the BPART Fund.

Interim Town Manager Ferguson said she thinks when the Board sees revenues versus expenditures in the Operations' budget next time, they will see a need for a change. It will be validated by the research Public Works Director Clemmons has completed. Public Works Director Clemmons said the generator at station 1 is not working properly. If he can, he will get it repaired. If not, he doesn't want to go into storm season without a properly working generator. Purchasing a generator, the amount remaining in the current budget and purchasing more stock were discussed. Operation and Maintenance Vacuum System didn't add a factor for tariffs. The vacuum truck will be paid off in the upcoming budget. Public Works Director Clemmons doesn't think it would need to be replaced any sooner than five years.

Under BPART Expenses, Interim Town Manager Ferguson detailed the annual monitoring provided for under Professional Services. Funds are needed for surveys required by FEMA if there is a storm. An active storm season is predicted. Funds under Professional Services are for ATM to do an analysis. Coastal Geomatics sets the transects and runs them, that is under Shoreline Monitoring. She provided information on transects and monitoring.

Attorney fees are split between the departments.

The Ward & Smith contract amount didn't change. A portion of the contract was paid from the canal dredging fund last year. It is no longer being paid from there this year because they are not working on that as a federal priority.

For the concert venue, staff used Ocean Isle's number for their dance floor and stage, inflated by 3%. Commissioner Paarfus suggested using 8% to escalate the amount, which seems to be a standard construction cost escalation number. After discussion, Interim Town Manager Ferguson will increase it by 8% over their number. It will decrease the Available to Appropriate number.

Interim Town Manager Ferguson needs Board direction concerning funds for the pier. There is \$90,000 in there to finish engineering. How to move forward was discussed.

After discussion, Interim Town Manager summarized that initially the 441 Professional Services included \$90,000 for the engineer. She has been asked by consensus to add another \$90,000 in anticipation of potentially going to design specifications and following up with the engineer to see if that is an appropriate number for next week's discussion. In turn,

Available to Appropriate will go down to account for that and also for the increase for the concert venue. Mayor Pro Tem Myers suggested taking the Pier Reno and Repair line out.

Canal funds are there so they can be shovel ready for projects.

ADJOURNMENT

Motion by Commissioner Paarfus to adjourn at 6:23 p.m.; second by Commissioner Thomas; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk