



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

**Tuesday, July 15, 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, JULY 15, 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 Special Meeting of June 3, 2025 (Pages 1 – 4)
 - b. Minutes of the Special Meeting of June 16, 2025 (Pages 5 – 6)
 - c. Minutes of the Public Hearing/Regular Meeting of June 17, 2025 (Pages 7 – 17)
7. Public Comments on Agenda Items
8. Consideration and Possible Action on Required Items Related to the Proposed GO Bond Referendum – Interim Town Manager Ferguson (Pages 18 – 22)
 - a. Introduction of Bond Order
 - b. Resolution 25-06, Resolution Calling for Public Hearing
9. Discussion and Possible Action to Realign the Block Q Bathroom Contract to the Current Fiscal Year – Interim Town Manager Ferguson, Randy Baker, Pinnacle Architecture (Pages 23 – 24)
 - a. Ordinance 25-12, An Ordinance Amending Ordinance 25-11, The Revenues and Appropriations Ordinance for Fiscal Year 2025 – 2026 (Amendment No. 1)
10. Discussion and Possible Action on Block Q Site Plan for Concert Venue Placement – Interim Town Manager Ferguson, Randy Baker, Pinnacle Architecture (Pages 25 – 28)
11. Discussion on HDR's Preliminary Design, Maintenance and Repair Plan for the Pier – Interim Town Manager Ferguson, Will Fuller and Bill Kincannon, HDR (Page 29, Separate Packet)

12. Police Report – Chief Dixon (Pages 30 – 36)
13. Inspections Department Report – Inspections Director Evans (Pages 37 – 40)
14. Finance Department Report – Finance Director McRaney (Pages 41 – 43)
15. Interim Town Manager's Report – Interim Town Manager Ferguson (Pages 44 – 45)
16. Discussion and Possible Selection of Members to Serve on Town Boards – Town Clerk Finnell (Interim Town Manager Ferguson) (Pages 46 – 63)
17. Discussion and Possible Action Regarding Recommended Tasks for the Audit Committee – Mayor Pro Tem Myers and Commissioner Thomas (Pages 64 – 70)
18. Consideration and Possible Action on Letter of Support for UNCW Grant – Interim Town Manager Ferguson (Pages 71 – 75)
19. Public Comments on General Items
20. Mayor's Comments
21. Board of Commissioners' Comments
22. Closed Session Pursuant to North Carolina General Statute 143-318.11(a)(6), To Consider the Qualifications of Prospective Employees and North Carolina General Statute 143-318.11(a)(3), Consult with the Attorney - Town Clerk Finnell
23. 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 July 15, 2025.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, JUNE 3, 2025 – 6:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, June 3, 2025 at 6:00 p.m. 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; Public Works Director Chris Clemmons; Public Services Supervisor Chris Benton; Police Chief Jeremy Dixon; Inspections Director Tim Evans; and Finance Director Daniel McRaney.

PUBLIC COMMENT

No comments were made.

BUDGET WORKSHOP

Interim Town Manager Ferguson reviewed the budget calendar. The total budget is proposed at \$31,743,027. She reviewed budget priority areas. The proposed budget as required by statute shows the funds as balanced; the tax rate is 14 cents per hundred dollars of valuation; and takes into account contract spillover for HDR, Renee Narloch and Associates and Cohen Construction. It is proposed to increase the base charge for wastewater by \$3.90 and for removal of the free gallons for water and sewer. She reviewed challenges. The budget aligns with the Board's outlined priority areas.

The proposed General Fund is \$4.8 million. Highlights include \$300,000 for stormwater design and permitting; police restructuring; additional certifications for personnel; street paving; \$100,000 transfer to the Beach Inlet Capital Reserve Fund (BICRF); and ballistic vests replacement.

The proposed BPART Fund is \$5,757,489. Highlights include phasing in new playground equipment; AIWW/Bend Widener Project; the concert venue for Block Q; finishing the Block Q restroom; starting the pier design; and a \$600,000 transfer to the BICRF.

Canal Dredging Funds show balanced budgets and stay shovel ready.

Water & Sewer Fund is now balanced at \$2,873,651. Highlights include a cooling solution for lift station 1; ventilation for lift station 4; water system repair parts at \$120,000; and new tap construction at \$70,000.

Fund 31 illustrates changed rates based on early payoff of 796.

The Sewer Lift Station Fund, Fund 35 goes across budget years for the life of the project. Capital Reserve Funds and their amounts are listed on the slideshow.

Changes since April 17th workshop include:

- Required retirement contribution was more than originally presented.
- Stormwater – additional areas of concern contract is not up until July, with the presentation scheduled for August. Some funding would be paid out next fiscal year.
- Block Q restroom contractor will not be at 60% by June 30th. Adjustments needed to be made to what will be carried forward to next fiscal year.
- The bond attorney and financial advisor have been added to General Fund budget.
- Inspections Department requested that overtime be increased and travel and training decreased.

The Board needs to discuss the AIWW Crossing Project. Interim Town Manager Ferguson explained that for the Bend Widener Project, the amount presented in the Budget Message is \$250,000. Usually as we go into budget meetings, we do not have the number that the potential contract will be. The program manager from the Corps has what they think is a solid number. The government pays for the crossing, but the Town can piggyback and get sand from the bend widener, which is what keeps our east end whole. They believe the project will cost \$1.5 million. Normally the state will pay 75%. Our potential cost could go up to \$375,000. She reviewed options to move forward. After discussion, the Board agreed by consensus to wait until the final numbers are in before changing the amount in the proposed budget.

Mayor Pro Tem Myers suggested just doing the base rate increase for utility billing and not making any changes to the usage. How to move forward was discussed. Commissioner Paarfus thinks the concerns that drive the issue are valid and the Town needs to continue to look at it. He suggested having it added to the action tracker list that the manager keeps so the Board doesn't lose sight of this. Planning for the future and adding items to the Capital Improvement Plan were discussed. Interim Town Manager Ferguson provided information on water/sewer rates since 2011.

Motion by Commissioner Paarfus to accept the \$3.90 increase and delete the 2,000-gallon charge for water and sewer but to track this huge capital expenditure on the town manager's action tracker list; second by Commissioner Smith; approved by unanimous vote.

Mayor Pro Tem Myers would like to see a format change on the BICRP. The Board agreed by consensus.

REQUEST FOR EXCEPTIONAL PERFORMANCE MERIT BONUSES FOR EMPLOYEES DIRECTLY INVOLVED IN COMPLETING THE COMPONENTS OF THE ADA AGREEMENT

Commissioner Smith thinks staff went above and beyond with their work on the ADA agreement and should be compensated. He would leave it to the town manager to distribute bonuses. Interim Town Manager Ferguson went over the ADA items completed. \$772,000 in ADA improvements were made over the past three years. The funds all came from the BPART Fund. Interim Town Manager Ferguson explained there is no mechanism to issue bonuses without Board approval. Commissioner Paarfus thanked staff for completing the projects and getting them done by the deadline.

Motion by Commissioner Paarfus to approve merit bonuses as requested by the interim town manager for completing the components of the ADA agreement; second by Commissioner Smith.

Commissioner Paarfus amended his motion to add not to exceed \$5,000 in total. Commissioner Smith agreed to the amendment.

Commissioner Thomas said she fully supports this and added congratulations to Inspections Director Evans and staff for getting it done. Inspections Director Evans said it was a Town effort. He said they did do the items in the mediation agreement, but also added a lot of other improvements. Mayor Pro Tem Myers added his congratulations. He thinks it is a great accomplishment. Mayor Holden thanked the property owners who created rental activity to pay for this. Otherwise, the taxpayers would have needed to pay for it.

The motion was approved unanimously.

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(6), TO CONSIDER THE QUALIFICATIONS OF PROSPECTIVE EMPLOYEES

Town Clerk Finnell read the reason to enter closed session.

Motion by Commissioner Thomas to go into Closed Session at 6:31 p.m.; second by Mayor Pro Tem Myers; approved by unanimous vote.

OPEN SESSION

The Board went back into Open Session at 8:25 p.m.

ADJOURNMENT

Motion to adjourn by Commissioner Smith at 8:25 p.m.; second by Commissioner Thomas; approved unanimously.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
MONDAY, JUNE 16, 2025 – 9:00 A.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Monday, June 16, 2025 at 9:00 a.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; and Town Attorney Sydnee Moore.

Mayor Holden called the meeting to order.

PUBLIC COMMENTS

Ashley Royal provided information on his experience in recruitment. He urged the Board to consider Interim Town Manager Ferguson as the best candidate for town manager.

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(6), TO CONSIDER THE QUALIFICATIONS OF PROSPECTIVE EMPLOYEES AND NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(3), CONSULT WITH THE ATTORNEY

Motion to go into Closed Session at 9:06 a.m. by Commissioner Smith; second by Commissioner Thomas; approved by unanimous vote.

Town Clerk Finnell read the reason to enter Closed Session.

OPEN SESSION

The Board went into Open Session at 12:16 p.m. Mayor Holden announced a recess until 4:00 p.m.

CLOSED SESSION

The Board went back into Closed Session at 4:09 p.m.

OPEN SESSION

The Board went back into Open Session at 5:31 p.m.

ADJOURNMENT

Motion to adjourn at 5:31 p.m. by Commissioner Smith; second by Commissioner Thomas; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
PUBLIC HEARING/REGULAR MEETING
TUESDAY, JUNE 17, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Public Hearing/Regular Meeting on Tuesday, June 17, 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; Interim Town Manager Christy Ferguson; Town Clerk Heather Finnell; Police Chief Jeremy Dixon; Public Works Director Chris Clemmons; Inspections Director Tim Evans; Finance Director Daniel McRaney; and Town Attorney Sydnee Moore.

PUBLIC HEARING: PROPOSED BUDGET FOR FISCAL YEAR 2025 - 2026

Interim Town Manager Ferguson explained the proposed budget is balanced in accordance with the North Carolina Budget and Fiscal Control Act. The Board held four meetings prior to this and made recommendations. The total budget is \$31,791,435. It focuses on the Board's goals and budget priority areas. The differences you see from the last meeting are calculations for ad valorem tax have been updated to match the county's scroll; and it gives the Board Available to Appropriate in the General Fund. The Board voted that the \$3.90 increase on the sewer base charge would remain, but we did take out the proposal to charge for the first 2,000 gallons on both sides. The leases for the water tower were also updated to reflect the contract approved at the last meeting.

No comments were made.

Mayor Holden closed the Public Hearing at 5:05 p.m.

REGULAR MEETING

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

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion to approve the agenda as written by Commissioner Smith; second by Commissioner Paarfus; approved by unanimous vote.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion to approve (Minutes of the Public Hearings/Regular Meeting of May 20, 2025) by Commissioner Paarfus; second by Commissioner Thomas; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Sylvia Pate asked the Board to seek input from property owners who are not registered to vote in the Town when considering the referendum. She suggested having an additional public hearing on Saturday, August 16th. She asked about Section E in the Statements of Fact and would hope more specific information would be provided on a proposed property tax increase.

Jim Bauer said after seeing the HDR report, he would like to see a figure to just remove the pier. He suggested adding gravel for parking spots to the area at the pier where the buildings were to generate revenue.

Will Carter said he attended the Holden Beach Property Owners (HBPOA) Association meeting and suggested that a survey be sent to all property owners regarding the referendum. He provided feedback on the last survey sent out from the HBPOA. He suggested the Town send out a survey to get the taxpayers' input.

CONSIDERATION AND POSSIBLE ACTION ON HDR REPORT

Interim Town Manager Ferguson said \$7.3 million is the Not-to-Exceed (NTE) number. They were asked to provide this number before their draft report was due in order to move forward with the referendum process. Will Fuller provided information on the NTE cost. The amount is the final number, after contingencies are applied. The number uses a trestle approach. The trestle approach would double, if not more the cost of the pier. It is where you build out a steel platform to work off of as opposed to doing the top down or barge and land-based approach. The trestle did provide the most expensive, upfront bid cost. The rationale also included that they wouldn't know what the contractors would want to bid on.

Commissioner Paarfus said as we move down the road from 30% design to 60%, you will have an opinion of probable cost for construction of the pier. At that time, you would

probably have done more homework and have an idea of what the most likely construction method will be, which in his opinion will be a barge. This is the ceiling that we are going forward with because once we establish this number, we cannot ask for more. He said it is a conservative number. Mr. Fuller agreed it is a conservative number. He agreed the trestle method is the most expensive upfront. You have to keep in mind that if you go with a barge or land-based approach, you are at the mercy of the conditions. There is a lot of variability. He provided examples of things that could affect the timeline. Permitting for the trestle method would be another layer to the timeline. Commissioner Smith asked how the trestle process works. Mr. Fuller said it is where you are basically building a second pier. They will drive steel piles into the ground, build a steel deck and ramp and that is what the construction equipment will work off. That is the same workspace they would use for the demolition. With permitting, you shoot for having the pier moved to the other side of the trestle. The trestle would be in the middle so you could construct the new pier on one side and demolish it from the other side. Commissioner Smith provided information about construction of the current pier and asked if that wouldn't be the most economical way to do it. Mr. Fuller said that is the top-down approach. He explained when the Board decided to go with pedestrian loading, that precluded a top-down approach. Commissioner Paarfus said when you do the design, you are telling a contractor what you want built, not giving him the methods of construction. He may find an alternative method. He said they are just saying this is the most expensive way upfront in order to determine the NTE number. Commissioner Smith said in his opinion it just puts out a high number. He asked Mr. Fuller what the real cost would be in his professional opinion. Mr. Fuller replied he cannot speak to that, it would come down to the contractors. They do not dictate methods. If they will be doing the inspections, they will want to see a workplan to approve.

Commissioner Smith said this will not all be taxpayers' dollars. When the Board started this, they implemented paid parking to help pay for this. In bringing in \$1 million a year, he thinks it is a doable project. Commissioner Thomas said paid parking was implemented a year before the Town bought the pier to pay for expenses the Town has related to parking. That money is already allocated in the budget. Commissioner Smith said he understands her point of view, but she was not on the Board at the time. Commissioner Dyer said to say the tax increase would be the only way to pay is not fair. The Board can consider public private partnership, donations. She thinks it is doable without it being just a tax increase. Commissioner Paarfus said the Town hired a financial advisor that will look at the Town's resources to see if there is some revenue that could be applied towards paying for this. Once we have 30% plans and a cost estimate, we can go looking for grants. He doesn't think it will all fall to a tax increase. He said what the Board is essentially trying to do is asking for permission to have a line of credit, that we may never use or only use a small part of. Commissioner Paarfus said bonds will not be issued until after we receive bids. Bond debt can also be paid with other revenue sources. We are just trying to get the process going. He provided information on what the form of the referendum will be. The pier is not insurable, so he doesn't think the Town would find a commercial lender to give the Town money unless there is collateral so our choices are limited. Commissioner Paarfus said we are looking for

a tool that we may deploy to get the job done. We are planning for the worst and hoping for the best.

The Board agreed by consensus to accept the report.

REVIEW AND UNDERTAKE REQUIRED INITIAL BOARD ACTIONS TO PURSUE A 2025 GO REFERENDUM

Scott Leo, Parker Poe and Andrew Carter, DEC Associates joined by telephone. Interim Town Manager Ferguson said \$7.3 million is the NTE number from HDR. If the Board starts this process and a number that is too small is put on the documents, the whole process will need to start over. The number can always be lowered. The supplement with the actual figures was sent on Monday. She said the Town had a pre-scoping meeting with the Local Government Commission (LGC). At the meeting, she was advised that at every public hearing or meeting that the Town has where the item is discussed, the public must be told that construction of a new pier is uninsurable. It can be insured for things like fire and vandalism, but wind and water events cannot be insured. A GO Bond pledges the taxing power of the Town, so if an event happens in the future and the pier is gone, there is potential you will still be paying the tax on that until the debt is paid.

Mayor Pro Tem Myers inquired about the word excessive in Section E on page 18. Mr. Leo responded that the findings track with the statute that the LGC will need for their approval of the bond. The language comes right from the statute. The way he interprets it is the tax rate will be whatever is necessary to pay the bonds but won't be more than is necessary to pay back the bonds. He confirmed the referendum is required for issuance of a GO Bond. In order to pledge the full faith and credit of the Town for this particular purpose it requires a vote of the people. Commissioner Dyer asked if they had any suggestions on the uniqueness of the Town's situation that the majority of the people who pay taxes are not able to vote. Mr. Leo explained the calendar that he laid out for the Board is the minimum to get through the process. The Board can choose to hold more public hearings. The Board talked about having another public hearing, possibly on a Saturday. Mr. Leo reviewed the timeline/requirements for moving forward to get the information to the Board of Elections by September 5th.

Mayor Pro Tem Myers said it would be helpful to provide information on life cycle/maintenance costs at a public hearing. Mr. Fuller said the final report that would include that information is due by August 4th.

Motion by Commissioner Thomas to approve Resolutions 25-03 (Resolution Directing the Publication of Notice of Intention to Apply to the Local Government Commission for Approval of Bonds) and 25-04 (Resolution Making Certain Statements of Fact Concerning Proposed Bond Issue and Authorizing the Application to the Local Government Commission); second by Mayor Pro Tem Myers. Commissioner Thomas amended her motion to add allow staff to execute paperwork; Mayor Pro Tem Myers agreed with the amendment. The amended motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION ON PURSUING \$2.2 MILLION IN ENVIRONMENTAL INFRASTRUCTURE FUNDING THROUGH THE CORPS

Interim Town Manager Ferguson provided background and introduced Bob Keistler from the Corps. Mr. Keistler provided an overview on the Section 5113 Program. The non-federal sponsor leads and the Corps reimburses and provides QA. The cost share is 75% Corps and 25% Town. A Project Partnership Agreement (PPA) is required to move forward. The PPA specifies the cost share ratio. They used the approved Stormwater Master Plan to come up with a budget. The PPA sets a ceiling for the total amount of federal funds available for the federal share of project costs. The Corps has \$2.2 million to put towards the project. It also explains the roles and responsibilities; provides guidance for invoice submittals; and establishes expectations with records management and auditing. The Town would manage the work. The Corps reimburses eligible project costs and provides QA throughout the process. Any project costs that exceed the ceiling established in the PPA have to be paid 100% by the Town. The Town would own the infrastructure upon completion and be responsible for all maintenance responsibilities.

Mr. Keistler provided information on the Town's project. The information came from the Stormwater Master Plan which contains a strategy to address increasing risks to life and property due to recent flooding events. The plan prioritized the hot spots on the island. The two locations that were identified were the 300 block of Ocean Boulevard West (location 1) and the east end of Mullet Street and Avenue A (location 2). Next steps include the Corps finalizing a Letter Report. The information came from the Town's plan. With the information coming from 2024, they put some contingency on it. Once the Letter Report is approved, the PPA can be signed and executed. Upon execution of the PPA, work can begin. Throughout the project, it must stay within the scope established in the Letter Report.

Commissioner Thomas asked if there is any risk that the money could be taken away. Mr. Keistler explained he doesn't think so. They expressed the capability and received the money. It is in the Wilmington District. Interim Town Manager Ferguson said in the past, some of the earmarks that have passed through from Congress to the Corps were on a yearly basis and some of the matches had to be appropriated yearly. This has been frontloaded on their side. Mayor Pro Tem Myers asked about the timeline. Mr. Keistler said the schedule came from the Town's plan and the timing the Town provided for getting the budgeted money. They are estimating executing a PPA this summer and a year's worth of NEPA coordination. It is 2.5 years from the time the PPA is executed through completion. He reviewed key dates and the path forward. Interim Town Manager Ferguson explained that what is proposed for the Town's funds is \$300,000 in the next fiscal year and \$1.9 million for the following year (shown in the Capital Improvement Plan). The Town has to budget for all of it and then the Corps reimburses 75%.

Motion by Commissioner Paarfus to approve the model agreement and direct the interim town manager to have all paperwork executed based on the July 1 budget start date for the

financial certification subject to the final agreement being identical to the one presented to us tonight; second by Commissioner Smith.

Commissioner Dyer commended the staff for their work on the plan.

The motion passed unanimously.

POLICE REPORT – CHIEF DIXON

- Provided information on the armed subject call from last month. He answered questions about drones and advised people to call them with problems.
- Went over report. He will check on the shots fired call but explained it most likely was fireworks.
- Responded to a water rescue yesterday. All evidence is presumed drowned but they are still looking.

Commissioner Smith explained the importance of operating a golf cart safely. Chief Dixon provided information on the community outreach program before concerts.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Going steady. Inspections seem to be flowing well.
- They have the glitch in the report worked out.
- Went over numbers.
- Bulkhead/floating dock assessment was completed. Letters are being sent out. Talked about the need for house numbers to be placed on the canal side. He thinks they are getting ready to require all new permits issued for canals to have numbers on the canal side. The Town doesn't have an ordinance, but it can be addressed by an internal policy. He reviewed requirements that would need to be met. He thinks it should be mandatory for new structures moving forward.
- Working on the ADA assessment. Thinks will have an update for the Board in September.
- Working on the fire station. They have done a needs assessment and a site plan. They are counting houses and verified that the location of the current station is where it should be. Will talk to the Chief Todd and Assistant Chief Ward. Hoping to give a cost analysis. He also wants to get with the Office of State Fire Marshall to see if they have recommendations for future needs.

Commissioner Paarfus would like the fire station information to be added to the action tracker in the manager's report. Mayor Pro Tem Myers asked about departments moving from a fire fee to a fire tax. Inspections Director Evans said the Town will need to look at that. Commissioner Dyer asked if they looked at increasing handicap parking across the street at Quinton. Inspections Director Evans explained if you put handicap parking you need an accessway. He thinks Quinton is grass. They have not looked at that.

FINANCE DEPARTMENT REPORT – FINANCE DIRECTOR MCRAINEY

- As we are approaching the fiscal year end, you see lines starting to plateau off. The General Fund has a pretty decent gap between revenues and expenditures. That reflects an increase in Fund Balance. After end of year transfers, those will collide.
- Water and Sewer Fund – May posting has not happened yet. They will be close, but we will be in the positive.
- BPART – the Block Q debt payment came out May 1st this year instead of April.

Commissioner Paarfus thanked Finance Director McRaine for putting last year's curves on the report.

INTERIM TOWN MANAGER'S REPORT – INTERIM TOWN MANAGER FERGUSON

- Greensboro Street Lift Station – there is a meeting that is supposed to occur on June 26th with the engineer, contractor and staff. The fourth application for payment came in from the contractor. The state still lags in sending payments. We are still waiting on disbursements two and three. Staff has followed up on several occasions. The information we received back from DEQ is there was an internal glitch in their system that showed payments were going out and they were just sitting in the system. Since the last report on construction, the contractor installed most of the cold-formed metal framing for the second-floor pump and electrical room; has started installation of wall sheathing; installed some of the ductile iron and PVC piping for the vacuum pump skid; and installed electrical conduit. Roof trusses were expected to be delivered the week of June 9th. The contractor has been in communication with the engineer and have asked for a time extension on being able to complete their final construction and payout because they had such a delay with the Buy America, Build America waivers. The engineer reached out to the EPA to see if they were agreeable. They granted that extension. It gives the contractor 72 more days. The agreed upon dates are a revised substantial completion date of October 1st and a revised final payment date of October 31st.
- Block Q Restrooms and Parking – plumbing has been installed as of the time of this report. New project superintendent is taking over. Talked about work currently completed. Explained concerns staff has had with the work completed. May have to do a budget amendment if scheduled work isn't completed by the end of the budget year. Staff is engaged with the architect on the issues.
- Stormwater Project – held meeting with Division of Coastal Management and our engineer regarding potential future permitting for additional areas of concern.
- Pier Site – held the third meeting with HDR on June 11th.
- FEMA – no word yet regarding what the advisory committee for FEMA recommended concerning Cat G Beaches. Understands President Trump has made some remarks that after this hurricane season, disaster declaration funding would fall to the states. Met

with Grayson Overholt from Senator Tillis' office on June 3rd. He stated that Senator Tillis had submitted some reform recommendations including pulling FEMA out from under Homeland Security, but those are still being considered at the federal level.

- Employee Updates – John Bajkowski was sworn in on May 28th as our newest officer. Conditional Offer of Employment has gone out to Austin Bell, a graduating student of BLET. Brice Tripp started work with the Public Works Department the week of June 9th.
- Went over Objectives Tracker information.
- Water Billing Announcement Request - Board agreed by consensus to waive late penalty fees on utility bills in June since they would be mailed late due to the transition to our new billing method.
- Received word from Ward and Smith that Representative Rouzer did submit Holden Beach's Lockwood Folly Inlet Navigation Maintenance Project for \$1.2 million as one of his requested earmarks. Will wait to hear how that plays out.

Commissioner Paarfus asked if the extension on Pump Station 2 is a no cost change order. Interim Town Manager Ferguson replied yes. Commissioner Paarfus suggested removing the audio-visual item from the tracker list. Mayor Pro Tem Myers said he thinks the list needs to be refreshed since we are moving to a new year. He inquired if stormwater should be added. Commissioner Paarfus suggested a future discussion on this item.

DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE 25-10, AN ORDINANCE AMENDING ORDINANCE 24-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2024 – 2025 (AMENDMENT NO. 8)

Finance Director McRainey said the purpose of the transfer is to be in compliance with the Fund Balance Policy that the Board set forth and to finish the partial transfer that was made in December.

Motion by Commissioner Thomas to approve Ordinance 25-10 (An Ordinance Amending Ordinance 24-11, The Revenues and Appropriations Ordinance for Fiscal Year 2024 – 2025, Amendment No. 8) and instruct staff to make the transfer; second by Commissioner Paarfus; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE 25-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2025 - 2026

Interim Town Manager Ferguson stated the Board held the required public hearing tonight and it is before the Board for consideration of action.

Motion by Commissioner Thomas to approve Ordinance 25-11 (The Revenues and Appropriations Ordinance for Fiscal Year 2025 – 2026); second by Commissioner Smith; approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 25-05, RESOLUTION AMENDING THE TOWN OF HOLDEN BEACH FEE SCHEDULE

Town Clerk Finnell explained increased wastewater revenues are needed to offset expenses. Based on research, comparative analysis of neighboring communities and feedback from the Board, an increase of \$3.90 is proposed, increasing the wastewater base charge to \$20 per month. The fee schedule needs to be updated to reflect the proposed fee.

Motion by Commissioner Paarfus to approve Resolution 25-05 (Resolution Amending the Town of Holden Beach Fee Schedule); second by Commissioner Thomas; approved by unanimous vote.

CONSIDERATION AND POSSIBLE ACTION ON WARD AND SMITH CONTRACT FOR UPCOMING YEAR

Interim Town Manager Ferguson said the Ward and Smith contract is in the packet. They did not change their fee this year over the previous year. A rundown of items they have helped the Town with is also included in the packets.

Motion by Commissioner Smith that we receive the proposal and instruct the interim town manager to execute the contract; second by Commissioner Paarfus; approved by unanimous vote.

CONSIDERATION AND POSSIBLE ACTION ON CAROLINA CREATIONS LANDSCAPING AND IRRIGATION CONTRACT

Interim Town Manager Ferguson explained this is a contract that comes before the Board yearly. The Board received a supplement to clarify a few things. The Beautification Club had some concerns. They work closely with the contractor. The first proposal that went out in the packet listed annual flower plantings that were optional, but that is something the Beautification Club does. They did not intend to take over the plantings, it was just if it was something the Town needed. We were not being charged for them in the new contract. In the supplement that went out, that language was removed. The cover sheet was updated to a 12-month agreement. The Beautification Club may want to go out to bid after this year. Maintenance for landscaping did go up 2%, which is standard. Irrigation did go down.

Motion by Commissioner Paarfus to approve the contract; second by Commissioner Smith; approved by unanimous vote.

DISCUSSION AND POSSIBLE SCHEDULING OF A DATE TO HOLD INTERVIEWS FOR VACANCIES ON TOWN BOARDS

The Board came to a consensus to hold interviews on July 15th at 4:45 p.m.

Interim Town Manager Ferguson provided the Board with information on a social media event.

PUBLIC COMMENTS ON GENERAL ITEMS

Will Carter spoke in support of a concrete pier. He wished the Town wouldn't waste money on a wooden pier.

MAYOR'S COMMENTS

- Four members of the family involved with the incident with the missing person came to his office. It is a sad time, please keep them in your prayers.
- Hurricane season is upon us. Encouraged everyone to review your hurricane plans.
- A good number of our oceanfront houses do not have numbers that can be read from the ocean side. They need to be large enough to read them from the high tide line.
- Fire Tax – has been communicating with county commissioners in their fire meeting. It is a very perplexing problem to try to figure out. This county is one of a few counties in the state that still is using the system we are using here. Not sure where it will go in the future.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Myers

- Thanked everyone for coming or those listening online, thank you for participating.
- Happy Independence Day. Have a good rest of the month.

Commissioner Smith

- Thanked staff. People don't understand how we get as much done as we do with this size staff. You can't say enough about how the staff works together and keeps this island moving.
- Golf Carts – let us all be mindful of golf carts.
- Blessed to have such a beautiful place to live.
- In turtle season. Thinks we have some nests already. Be mindful to keep your lights off at night. It is a distraction for the turtles. There is an ordinance in place.
- Have a happy and safe 4th of July. Be proud of the anniversary of the founding of our country.

Commissioner Thomas

- Agree with mayor about oceanfront numbers. She inquired about numbers for the new posts from the Fire Department.
- Thanked everyone for coming. Have a great 4th of July.

Commissioner Dyer

- Thanked the first responders. It is barely the middle of June and they have had a busy season. It is a hard thing they had to go through yesterday and continuing the search. Prayers go out to the friends and family involved.
- Thanked staff for their hard work on the budget. Doesn't think people realize what it takes to put a budget together.

Commissioner Paarfus

- Thanked everyone for coming out.
- Hopes everyone has a happy, safe and enjoyable 4th.
- Thanked staff for all the hard work for the budget. Thanked the commissioners for all the work they have completed recently.

ADJOURNMENT

Motion by Commissioner Paarfus to adjourn at 6:58 p.m.; second by Commissioner Smith; 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

FROM: Interim Manager Ferguson

(17)

MEETING DATE: 7/15/25

DATE SUBMITTED: 6/30/25

ISSUE/ACTION REQUESTED: Consideration and possible action on required items related to the proposed GO Bond referendum.

- a. Introduction of Bond Order
- b. Resolution calling for Public Hearing

BACKGROUND/PURPOSE OF REQUEST: At the May meeting, the board decided to pursue a GO referendum regarding the pier. The following documents represent required actions as part of the process

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"/> 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 checked="" type="checkbox"/>	NO <input type="checkbox"/> N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: *Consider Approval. DM*

INTERIM TOWN MANAGER'S RECOMMENDATION: Consider approval of documents to move forward to the next steps in the process.

Interim Town Manager Christy Ferguson introduced the following bond order, the form of which has been provided to each Commissioner and is available with the Town Clerk and which was read by title:

**BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION
PUBLIC IMPROVEMENT BONDS OF THE TOWN OF HOLDEN BEACH, NORTH
CAROLINA**

WHEREAS, the Board of Commissioners (the “*Board*”) of the Town of Holden Beach, North Carolina (the “*Town*”) has ascertained and determines that it is necessary 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

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina (the “*Commission*”) requesting Commission approval of the General Obligation Public Improvement Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board that the application has been accepted for submission to the Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the Town of Holden Beach, North Carolina, as follows:

Section 1. To raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Public Improvement Bonds of the Town are authorized and shall be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Public Improvement Bonds authorized by this order shall be \$7,300,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest of the General Obligation Public Improvement Bonds.

Section 3. A sworn statement of the Town’s debt has been filed with the Town Clerk and is open to public inspection.

Section 4. The bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 4, 2025.

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

I, *Heather Finnell*, Town Clerk of the Town of Holden Beach, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of the introduction of the bond order entitled “**BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA**” by the Board of Commissioners of the Town of Holden Beach, North Carolina, at a meeting held on the 15th day of July, 2025.

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

(SEAL)

Town Clerk
Town of Holden Beach, North Carolina

**RESOLUTION OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA REGARDING
BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION
PUBLIC IMPROVEMENT BONDS, SETTING A PUBLIC HEARING THEREON AND
DIRECTING PUBLICATION OF A NOTICE OF SAID PUBLIC HEARING**

WHEREAS, bond order entitled:

“BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL
OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF HOLDEN
BEACH, NORTH CAROLINA”

has been introduced at a meeting of the Board of Commissioners (the “*Board*”) of the Town of Holden Beach, North Carolina this 15th day of July, 2025; and

WHEREAS, the Board desires to provide for the holding of a public hearing thereon on August 19, 2025 and the submission of a statement of debt and a statement of disclosures in connection therewith as required by The Local Government Bond Act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA that the public hearing on said bond order will be held on the 19th day of August, 2025 at or about 5:00 p.m. at the Town Hall Public Assembly, 110 Rothschild Street, Holden Beach, NC 28462.

BE IT FURTHER RESOLVED that the Town Clerk is directed to cause a copy of said bond order to be published with a notice of such hearing in a newspaper of general circulation in the Town on or before the 13th day of August, 2025.

BE IT FURTHER RESOLVED that before the public hearing, the Town’s Finance Director is directed to (1) file a sworn statement of debt with the Local Government Commission and the Town Clerk in accordance with Section 159-55 of the General Statutes of North Carolina and (2) file with the Town Clerk and the Local Government Commission of North Carolina and post online a statement of disclosure in accordance with Section 159-55.1(a) of the General Statutes of North Carolina.

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

READ, APPROVED AND ADOPTED this 15th day of July, 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 OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA REGARDING BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS, SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION OF A NOTICE OF SAID PUBLIC HEARING**” adopted by the Board of Commissioners at a meeting held on the 15th day of July, 2025.

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

(SEAL)

Town Clerk
Town of Holden Beach, North Carolina



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Interim Manager Ferguson

19

MEETING DATE: 7/15/25

DATE SUBMITTED: 7/3/25

ISSUE/ACTION REQUESTED: Consideration and possible action on budget amendment to account for Block Q contract for Kowen.

BACKGROUND/PURPOSE OF REQUEST: The contractor did not meet their threshold for billing the town out of last year's budget. That means a budget amendment is needed for this year's budget to account for the difference. The manager apprised the BOC this may be needed during her report at the June meeting.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input checked="" type="checkbox"/>	NO <input 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"/> 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
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: Recommend approval. DM

INTERIM TOWN MANAGER'S RECOMMENDATION: Approve amendment to meet contract obligations.

TOWN OF HOLDEN BEACH

ORDINANCE NO. 25-12

AN ORDINANCE AMENDING ORDINANCE 25-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2025-2026 (AMENDMENT NO. 1)

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

REVENUES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
FUND BALANCE APPROPRIATED	50.0399.0000	90,580	INCREASE
	<u>TOTAL</u>	<u>90,580</u>	
EXPENDITURES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
BLOCK Q PROJECTS	50.0710.6002	90,580	INCREASE
	<u>TOTAL</u>	<u>90,580</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 15th day of July, 2025.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Interim Manager Ferguson

MEETING DATE: 7/15/25

DATE SUBMITTED: 6/30/25

ISSUE/ACTION REQUESTED: Pinnacle is working to create a master plan of the Block Q site by initially placing a concert venue on the site. The attached site plan outlines the architect's recommendation for placement of the facility.

BACKGROUND/PURPOSE OF REQUEST: The Block Q site is under construction with a bathroom and associated parking. The next phase the BOC wanted to consider was a concert venue to try to have one in place by next season.

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"/> N/A
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> N/A

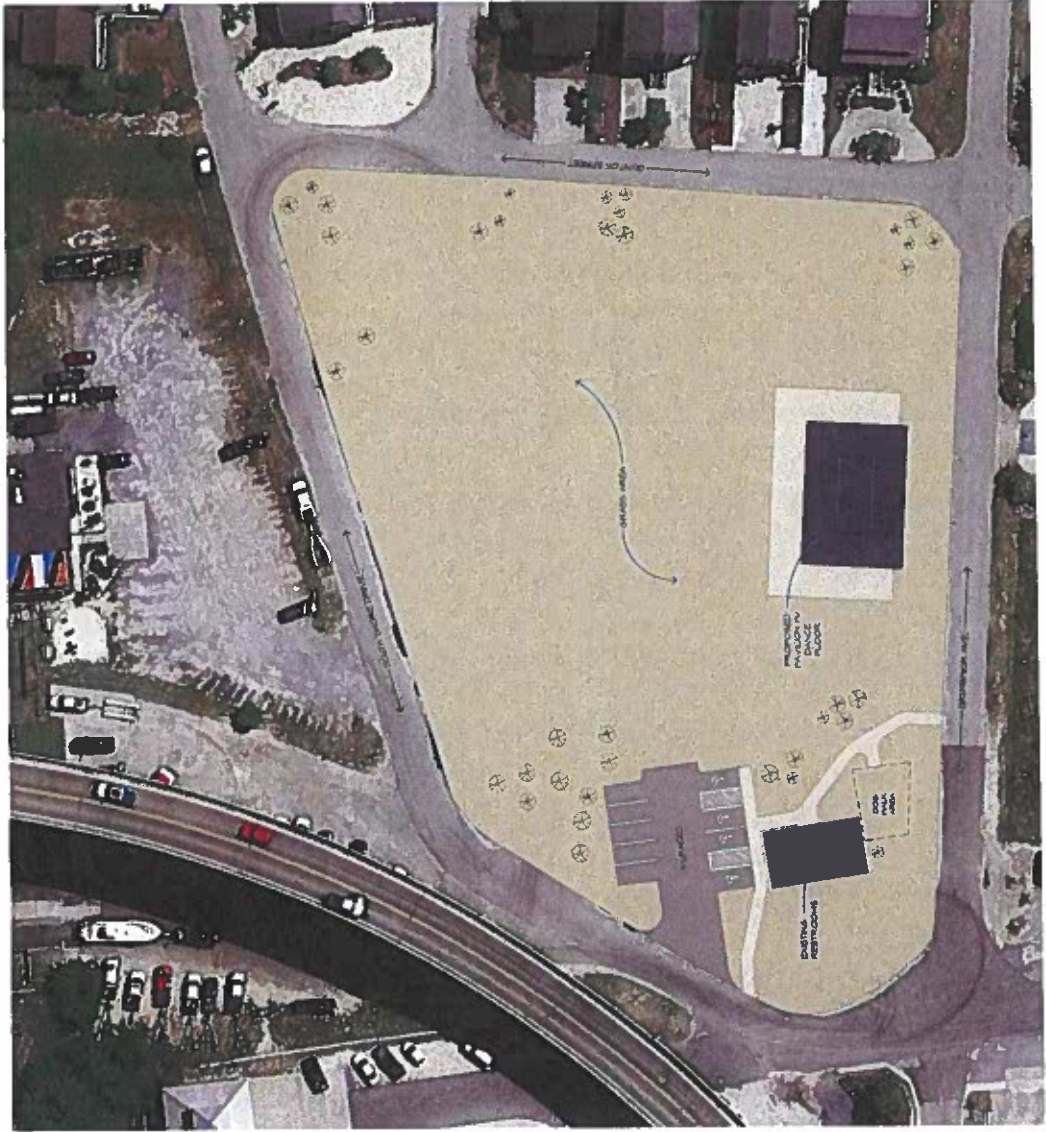
CONTRACTS/AGREEMENTS: (select one)

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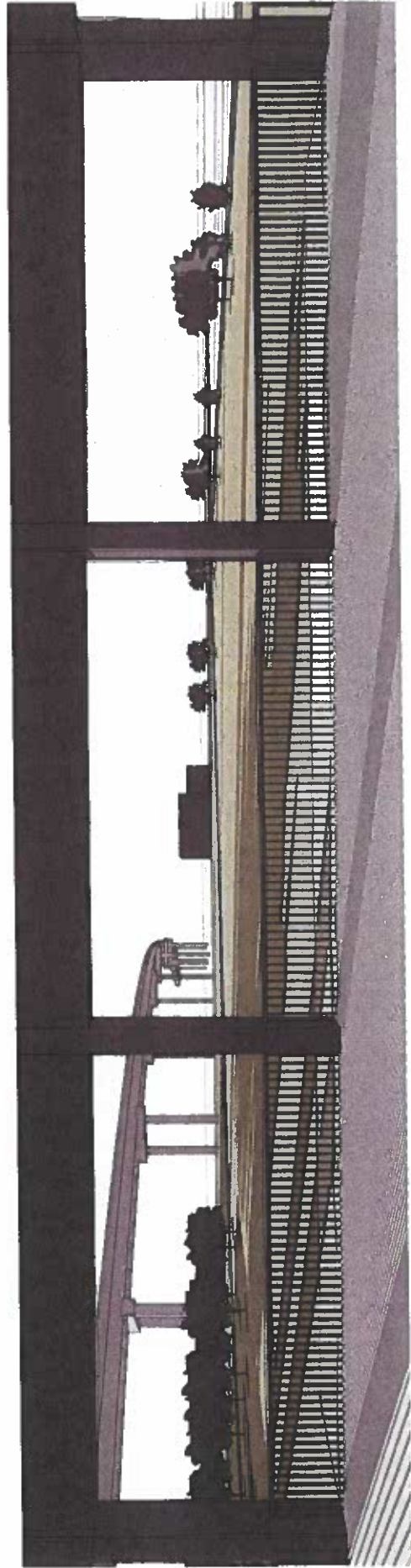
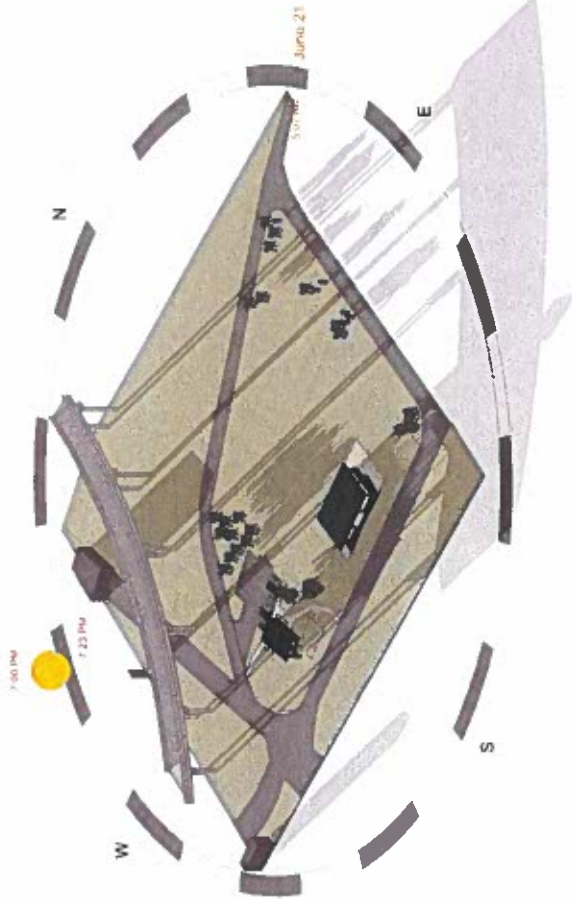
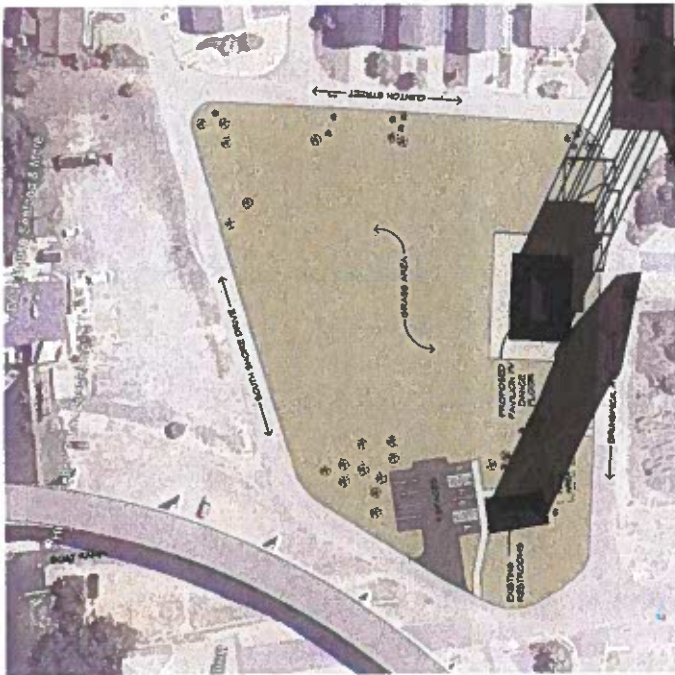
ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

INTERIM TOWN MANAGER'S RECOMMENDATION: Review site plan and make a motion to move toward more detailed drawings if accepted.



BLOCK Q - SITE DESIGN
HOLDEN BEACH, NC

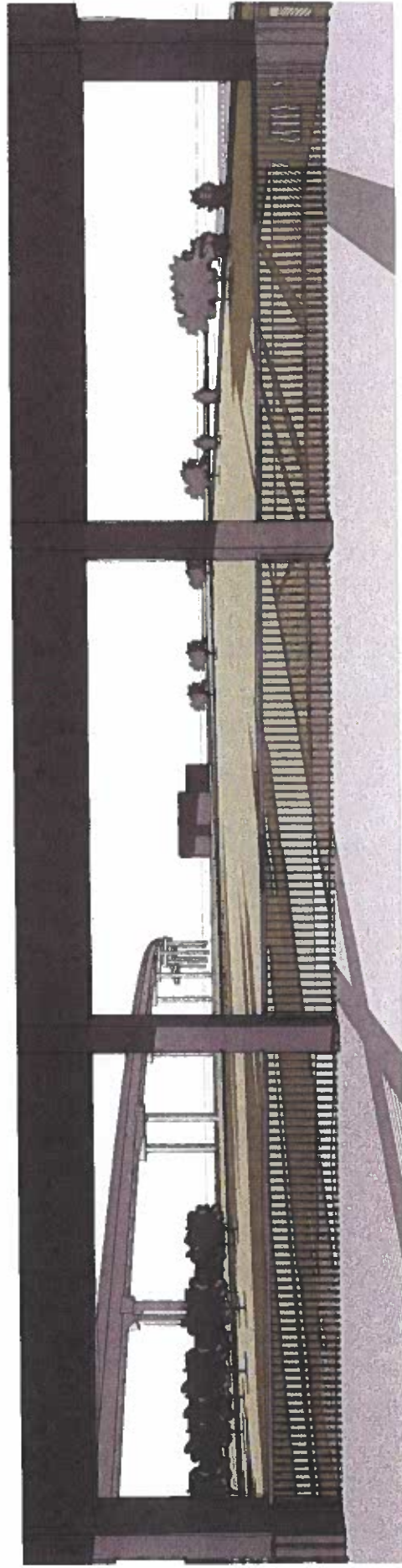
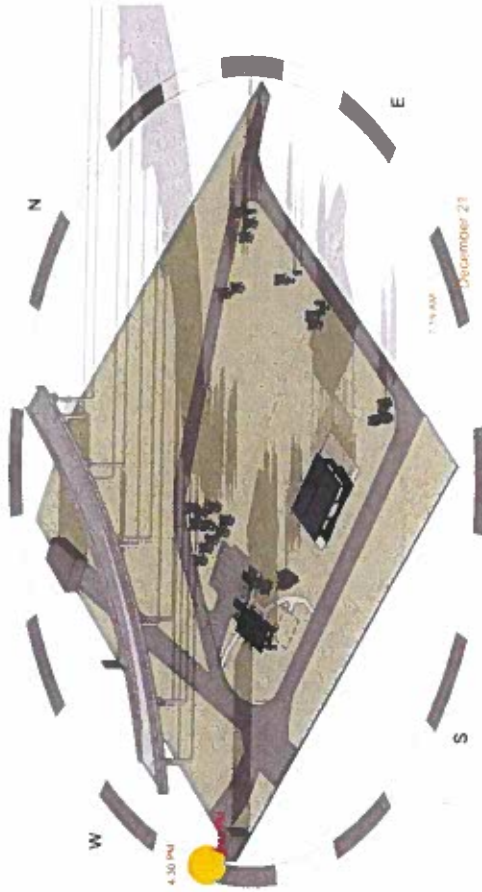
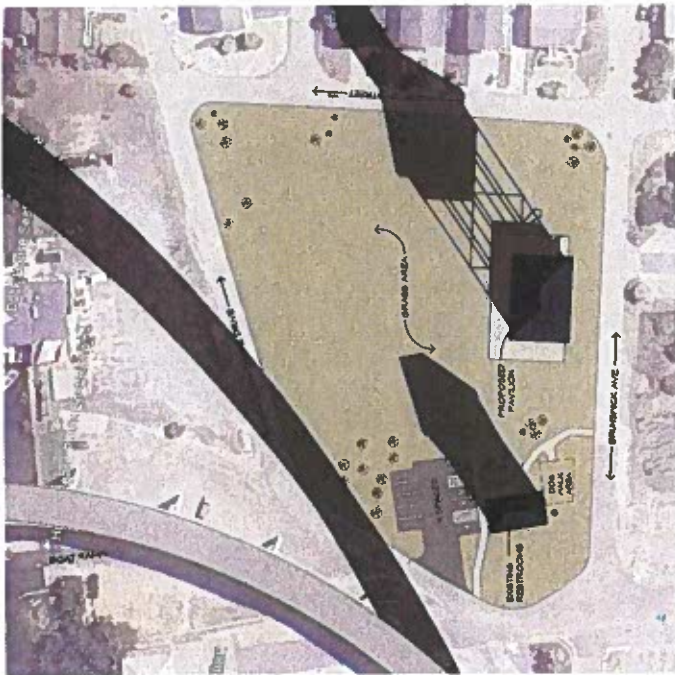


BLOCK Q - SITE DESIGN
HOLDEN BEACH, NC

SUMMER SOLSTICE - SUNSET

FINSAKE ARCHITECTURE
PROFESSIONAL ARCHITECTS
1000 N. 10TH ST., SUITE 100
WILMINGTON, NC 28401
TEL: 910.799.1111 FAX: 910.799.1112
WWW.FINSAKEARCHITECTURE.COM





BLOCK Q - SITE DESIGN HOLDEN BEACH, NC

WINTER SOLSTICE - SUNSET





Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Interim Manager Ferguson

C2

MEETING DATE: 7/15/25

DATE SUBMITTED: 6/30/25

ISSUE/ACTION REQUESTED: HDR's scope of work and performance schedule had a deliverable of 6/27 for a draft preliminary design, maintenance, and repair plan. They have the maintenance and repair plan organized as "life cycle analysis" and will be here to present their findings.

BACKGROUND/PURPOSE OF REQUEST: The board hired HDR as the engineer firm for work on the pier structure. They will be presenting findings regarding design and life cycle analysis.

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"/> N/A
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> N/A

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

INTERIM TOWN MANAGER'S RECOMMENDATION: Receive draft preliminary design and draft preliminary life cycle analysis from HDR.



Holden Beach Police Department

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

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



Calls For Service (June '25)

Printed on July 7, 2025

Descriptions	Totals	
911 Hang Up (911HU)	2	2
911 Open Line (OL)	2	2
Alarm (SIG45 Signal 45)	7	7
Allergies or Envenomations [Charlie]	1	1
Animal Carcass in the Roadway (10-86 x86)	2	2
Animal Control Call	8	8
Armed with Gun Knife or Other Weapon (10-84 x84)	2	2
Assist Other Agency (Fire); Missing or Abandoned Person	1	1
Assist Other Agency (Law) (10-77 x77); Assist Other Agency (EMS)	1	1
Attempt to Locate (ATL)	9	9
Breaking and Entering in Progress (10-62 x62)	1	1
Breathing Problems [Delta]	2	2
Call By Phone (10-21Law x21L)	19	19
Careless & Reckless (C&R)	5	5
Check Point (Traffic)	1	1
Chest Pain or Discomfort [Delta]	1	1
Coastal Watercraft Issue [Alpha]	1	1
Coastal Watercraft Rescue [Delta]	1	1
Coastal Water Rescue [Delta]	2	2
Coastal Water Rescue (Multiple) [Delta]	3	3

Descriptions	Totals	
Convulsions or Seizures [Delta]	1	1
Diabetic Problems [Alpha]	1	1
Disabled Motorist (10-87 x87)	2	2
Disturbance or Disorderly Subject	8	8
Disturbance or Disorderly Subject; Attempt to Locate (ATL)	1	1
Domestic Disturbance (10-82 x82)	4	4
Drowning (Obvious Death) [Bravo, Water]	1	1
Drunk Driver (10-55 x55)	1	1
Elevator Stuck or Problems [Alpha]	1	1
Falls [Alpha]	1	1
Falls [Bravo]	1	1
Falls [Delta]	1	1
Fireworks	2	2
Heart or AICD Problems [Delta]	1	1
Heat Exposure [Bravo]	1	1
Heat Exposure [Delta]	1	1
Hit and Run (Property Damage Only 10-54 x54)	3	3
Improperly Parked Vehicle (10-70 x70)	10	10
Information or Message Delivery (10-14 x14)	1	1
Investigation (Law)	2	2
Keys In Vehicle or Lockout	2	2
Lost or Found Property	4	4
Medical Alarm [Bravo]; Alarm (SIG45 Signal 45)	1	1

Descriptions	Totals	
Meet with Complainant (10-83 x83)	5	5
Meet with Subject or Officer (10-25 x25)	1	1
Missing or Abandoned Person	1	1
Missing or Abandoned Person; Assist Other Agency (Fire)	2	2
Noise Complaint	4	4
Open Door	1	1
Overdose or Poisoning (Accidental) [Charlie]	1	1
Overdose or Poisoning (Accidental) [Charlie]; Assist Other Agency (Fire)	1	1
Service Call [Alpha]	1	1
Sick Person [Alpha]	2	2
Sick Person [Charlie]	3	3
Single Residential Fire Alarm [Bravo]	3	3
Single Residential Fire Alarm [Bravo]; Alarm (SIG45 Signal 45)	1	1
Single Residential Fire Alarm - Carbon Monoxide [Bravo]	2	2
Single Residential Structure Fire [Delta]	1	1
Special Check - Business - Residence (10-79 x79)	349	349
Special Check - Business - Residence (10-79 x79); Call By Phone (10-21Law x21L)	1	1
Special Operations Assignment (Signal 55 SIG55)	6	6
Stopping Vehicle (10-61 x61)	24	24
Structure Fire [Echo]	1	1
Suspicious Vehicle or Subject (10-60 x60)	3	3
Take Written Report (10-92 x92)	2	2
Traffic Accident (Property Damage Only 10-50PD x50PD)	6	6

Descriptions	Totals	
Traffic Incident ACN [Bravo]	1	1
Traumatic Injuries [Bravo]	2	2
Trespassers	5	5
Unconscious or Fainting [Delta]	1	1
Unknown Problem [Delta]	1	1
Water or Sewer Problems	3	3
Welfare Check	2	2
	2	2
Totals	560	560



Holden Beach Police Department

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HBPDP Monthly Report (June '25)

Printed on July 7, 2025

Reported	Case Number	Address	Offenses	Disposition
06/06/25 09:41	HBP25-00016	285 OCEAN BLVD W	14-159.12 - FIRST DEGREE TRESPASS (ENTER/REMAIN)	Closed - Leads Exhausted
06/10/25 22:55	HBP25-00017	802 OCEAN BLVD W	55A-14-32 - Crime of Misdemeanor Domestic Violence	Closed - Cleared By Arrest
06/16/25 14:59	HBP25-00018	317 OCEAN BLVD E	1 - MISSING PERSONS	Closed - Located
06/17/25 11:53	HBP25-00019	99 S SHORE DR		Closed - Case Created In Error
06/18/25 09:44	HBP25-00020	113 HIGHPOINT ST		Closed - Case Created In Error
06/20/25 18:35	HBP25-00021	103 S SHORE DR	14-190.1 - DISSEMINATION OF OBSCENITY	Closed - Forward to Other Agency
06/29/25 10:29	HBP25-00022	STARFISH DR	14-34 - ASSAULT BY POINTING A GUN	Closed - Unfounded
Total Records: 7				



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Ordinance Violations (June '25)

Printed on July 7, 2025

Date	Defendant	Citation/Warning	Ordinance
06/02/25	WATSON, BRADLEY	Citation	Parking - Without Paid Parking Permit
06/06/25	WATSON, BRADLEY	Citation	Parking - Without Paid Parking Permit

Total Records: 2

LSV = ①



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State Citation (June '25)

Printed on July 7, 2025

Date	Defendant	Statutes/Charges
06/11/25	DAWN, CARMICHAEL KARLEY	20-7(F) - EXPIRED OPERATORS LICENSE
06/11/25	MIGLIORE, MARY DEBORAH	20-154 - UNSAFE MOVEMENT
06/17/25	MEEKINS, FREDERICK CHAPLIN, JR	20-154(A) - IMPROPER BACKING
06/21/25	LEWIS, JOHN PAUL	20-111(1) - DRIVE/ALLOW MV NO REGISTRATION

Total Records: 4

LSV = Ø

Permit Report

06/01/2025 - 06/30/2025

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
6/2/2025	250400	Single Family Construction	830,000	\$20,142.82	\$20,142.82
6/2/2025	250401	Electrical	5,300	\$100.00	\$100.00
6/2/2025	250402	Mechanical	9,000	\$100.00	\$100.00
6/2/2025	250403	Mechanical	9,140	\$100.00	\$100.00
6/2/2025	250404	Mechanical	8,840	\$100.00	\$100.00
6/2/2025	250405	Mechanical	10,140	\$100.00	\$100.00
6/3/2025	250406	Single Family Construction	684,500	\$11,601.99	\$11,601.99
6/3/2025	250407	Single Family Construction	929,900	\$13,781.06	\$13,781.06
6/3/2025	250408	Repair	6,000	\$125.00	
6/3/2025	250409	Electrical	3,200	\$100.00	\$100.00
6/3/2025	250410	Electrical	1,500	\$100.00	\$100.00
6/4/2025	250411	Electrical	2,000	\$175.00	\$175.00
6/4/2025	250412	Repair	37,500	\$412.50	\$412.50
6/4/2025	250413	Zoning	50	\$50.00	\$50.00
6/4/2025	250414	Mechanical	18,116	\$200.00	\$200.00
6/4/2025	250415	Mechanical	8,230	\$100.00	\$100.00
6/4/2025	250416	Mechanical	9,000	\$100.00	\$100.00
6/4/2025	250417	Mechanical	16,600	\$200.00	\$200.00
6/4/2025	250418	Repair	9,000	\$125.00	\$125.00
6/5/2025	250419	Mechanical	12,499	\$200.00	\$200.00
6/5/2025	250420	Zoning	50	\$50.00	\$50.00
6/5/2025	250421	Repair	15,000	\$700.00	\$700.00
6/9/2025	250422	Zoning	25	\$25.00	\$25.00
6/9/2025	250423	Mechanical	4,140	\$100.00	\$100.00
6/10/2025	250424	Single Family Construction	912,759	\$10,489.47	\$10,489.47
6/10/2025	250425	Mechanical	19,000	\$200.00	\$200.00
6/10/2025	250426	Electrical	1,700	\$175.00	\$175.00
6/10/2025	250427	Electrical	3,900	\$175.00	\$175.00
6/10/2025	250428	Electrical	500	\$100.00	\$100.00
6/10/2025	250429	Electrical	1,320	\$175.00	\$175.00
6/11/2025	250430	Cargo Lift	2,500	\$275.00	\$275.00
6/11/2025	250431	Repair	3,000	\$125.00	
6/11/2025	250432	Mechanical	8,490	\$100.00	\$100.00
6/11/2025	250433	Single Family Construction	780,000	\$18,676.54	\$18,676.54
6/12/2025	250434	Cargo Lift	16,500	\$323.50	\$323.50
6/13/2025	250435	Electrical	250	\$175.00	\$175.00

6/13/2025	250436	Substantial Improvement	301,000	\$2,944.00	\$2,944.00
6/13/2025	250437	Mechanical	18,500	\$200.00	\$200.00
6/13/2025	250438	Mechanical	9,900	\$100.00	\$100.00
6/13/2025	250439	Mechanical	9,400	\$100.00	\$100.00
6/13/2025	250440	Mechanical	8,490	\$100.00	
6/13/2025	250441	Mechanical	8,370	\$100.00	\$100.00
6/13/2025	250442	Mechanical	17,990	\$200.00	\$200.00
6/13/2025	250443	Electrical	1,500	\$100.00	\$100.00
6/13/2025	250444	Mechanical	7,500	\$100.00	\$100.00
6/13/2025	250445	Mechanical	9,900	\$100.00	\$100.00
6/13/2025	250446	Mechanical	9,490	\$100.00	\$100.00
6/13/2025	250447	Renovation	12,000	\$533.00	\$533.00
6/13/2025	250448	Bulkhead	50,000	\$575.00	\$575.00
6/16/2025	250449	Zoning	25	\$25.00	\$25.00
6/16/2025	250450	Electrical	1,000	\$175.00	\$175.00
6/16/2025	250451	Electrical	1,000	\$175.00	\$175.00
6/16/2025	250452	Electrical	1,200	\$175.00	\$175.00
6/16/2025	250453	Mechanical	9,110	\$100.00	\$100.00
6/16/2025	250454	Repair	14,500	\$155.50	
6/16/2025	250455	Cargo Lift	11,000	\$175.00	\$175.00
6/17/2025	250456	Repair	10,000	\$125.00	\$125.00
6/17/2025	250457	Cargo Lift	15,000	\$310.00	\$310.00
6/17/2025	250458	Electrical	1,100	\$175.00	\$175.00
6/17/2025	250459	Electrical	1,475	\$175.00	\$175.00
6/17/2025	250460	Electrical	4,000	\$175.00	\$175.00
6/17/2025	250461	Zoning	50	\$50.00	
6/18/2025	250462	Zoning	25	\$25.00	\$25.00
6/18/2025	250463	Electrical	2,000	\$175.00	\$175.00
6/18/2025	250464	Electrical	1,000	\$175.00	\$175.00
6/18/2025	250465	Electrical	1,700	\$175.00	\$175.00
6/18/2025	250466	Electrical	1,386	\$175.00	\$175.00
6/18/2025	250467	Mechanical	11,800	\$100.00	\$100.00
6/18/2025	250468	Mechanical	12,224	\$100.00	\$100.00
6/18/2025	250469	Mechanical	7,889	\$100.00	\$100.00
6/18/2025	250470	Mechanical	4,820	\$100.00	\$100.00
6/19/2025	250471	Substantial Improvement	450,000	\$5,145.00	\$5,145.00
6/19/2025	250472	Mechanical	11,025	\$100.00	\$100.00
6/20/2025	250473	Repair	5,000	\$125.00	\$125.00
6/20/2025	250474	Electrical	1,700	\$175.00	\$175.00
6/20/2025	250475	Electrical	1,200	\$175.00	\$175.00
6/20/2025	250476	Electrical	909	\$175.00	\$175.00
6/20/2025	250477	Repair	1,400	\$125.00	\$125.00
6/23/2025	250478	Mechanical	6,950	\$100.00	\$100.00
6/23/2025	250479	Mechanical	16,700	\$200.00	\$200.00

6/23/2025	250480	Electrical	1,000	\$175.00	\$175.00
6/23/2025	250481	Electrical	1,700	\$175.00	\$175.00
6/23/2025	250482	Electrical	1,700	\$175.00	\$175.00
6/23/2025	250483	Electrical	1,000	\$175.00	\$175.00
6/23/2025	250484	Electrical	1,000	\$175.00	\$175.00
6/24/2025	250485	Zoning	25	\$25.00	\$25.00
6/24/2025	250486	Repair	7,000	\$125.00	
6/24/2025	250487	Bulkhead	35,000	\$340.00	\$340.00
6/25/2025	250488	Mechanical	8,900	\$100.00	\$100.00
6/25/2025	250489	Mechanical	19,390	\$200.00	\$200.00
6/26/2025	250490	Repair	2,800	\$125.00	\$125.00
6/26/2025	250491	Mechanical	10,800	\$100.00	\$100.00
6/26/2025	250492	Mechanical	7,480	\$100.00	\$100.00
6/26/2025	250493	Mechanical	9,370	\$100.00	\$100.00
6/26/2025	250494	Mechanical	9,020	\$100.00	\$100.00
6/26/2025	250495	Repair	1,500	\$125.00	\$125.00
6/27/2025	250496	Mechanical	6,800		
6/27/2025	250497	Mechanical	3,800	\$100.00	\$100.00
6/27/2025	250498	Single Family Construction	817,500	\$16,319.09	\$16,319.09
6/27/2025	250499	Repair	30,000	\$345.00	
6/27/2025	250500	Mechanical	8,650	\$100.00	\$100.00
6/27/2025	250501	Addition	7,500	\$225.00	
6/30/2025	250502	Bulkhead	30,000	\$295.00	\$295.00
6/30/2025	250503	Mechanical	11,796	\$100.00	\$100.00
6/30/2025	250504	Zoning	50	\$50.00	\$50.00
6/30/2025	250505	Electrical	1,200	\$175.00	\$175.00
6/30/2025	250506	Electrical	1,700	\$175.00	\$175.00
			\$6,487,558.00	\$114,664.47	\$113,413.97

PERMIT SUMMARY REPORT

COMMERCIAL

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

RESIDENTIAL

Count	106
Total Fees	\$114,664.47
Fees Paid	\$113,413.97
Total Project Cost	\$6,487,558.00

TOTAL

Count	106
Total Fees	\$114,664.47
Fees Paid	\$113,413.97
Total Project Cost	\$6,487,558.00

ACTIVE NEW HOME PERMITS = 30

OTHER ACTIVE PERMITS= 542

PERMITS ISSUED OVER \$30,000 = 66 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 = 4 (AMOUNT INCLUDED IN ACTIVE TOTAL)

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

PERMITS ISSUED WAITING PICK UP = 31

TOTAL PERMITS= 603

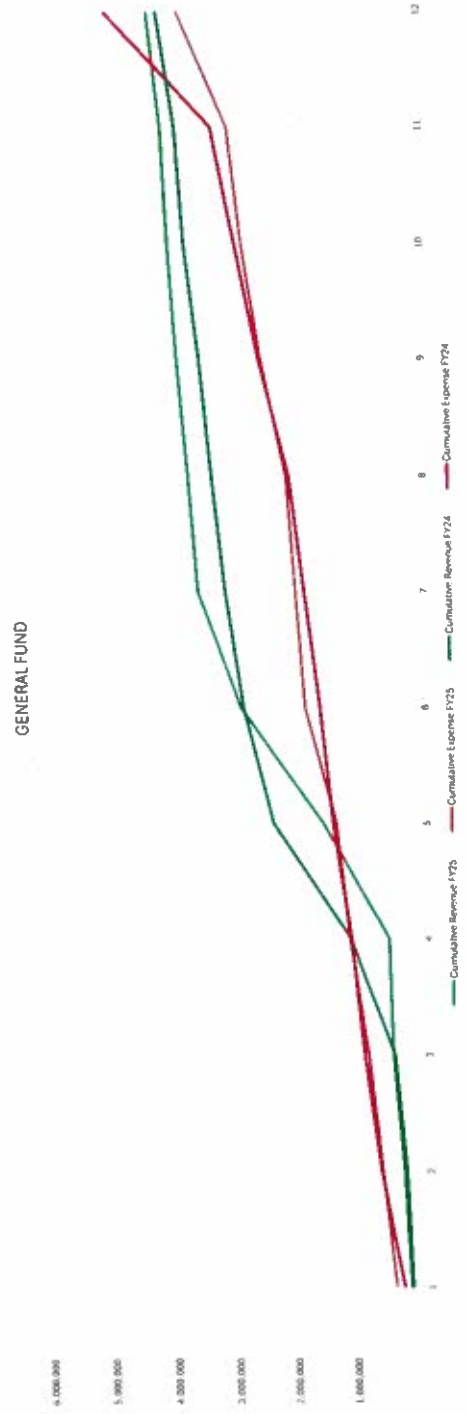
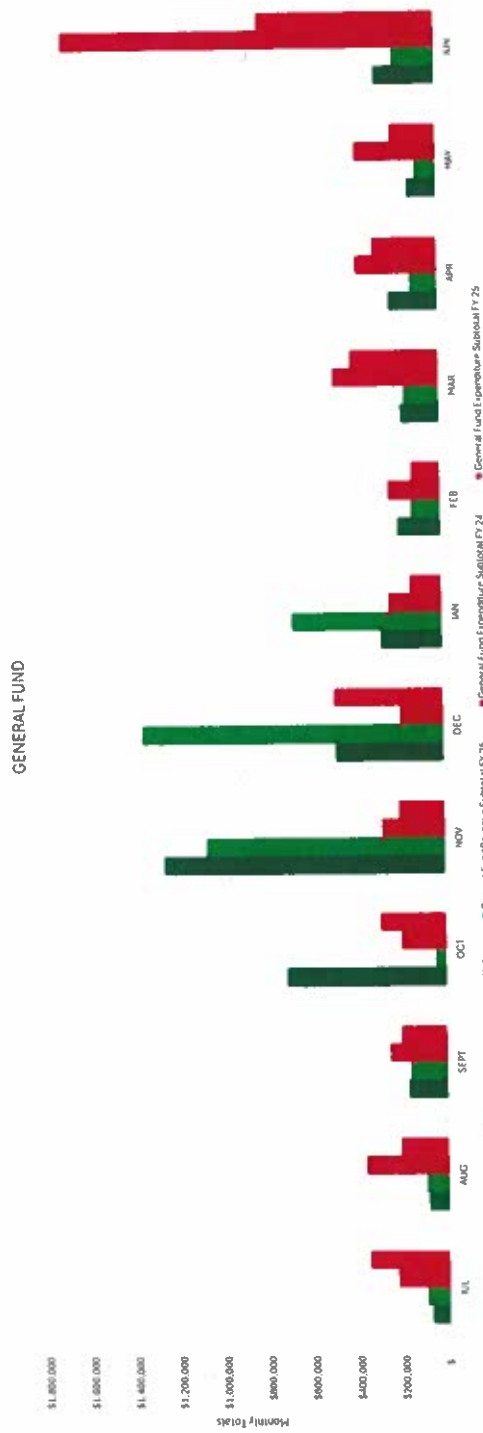
PERMITS IN REVIEW= 5

CAMA ISSUED= 2

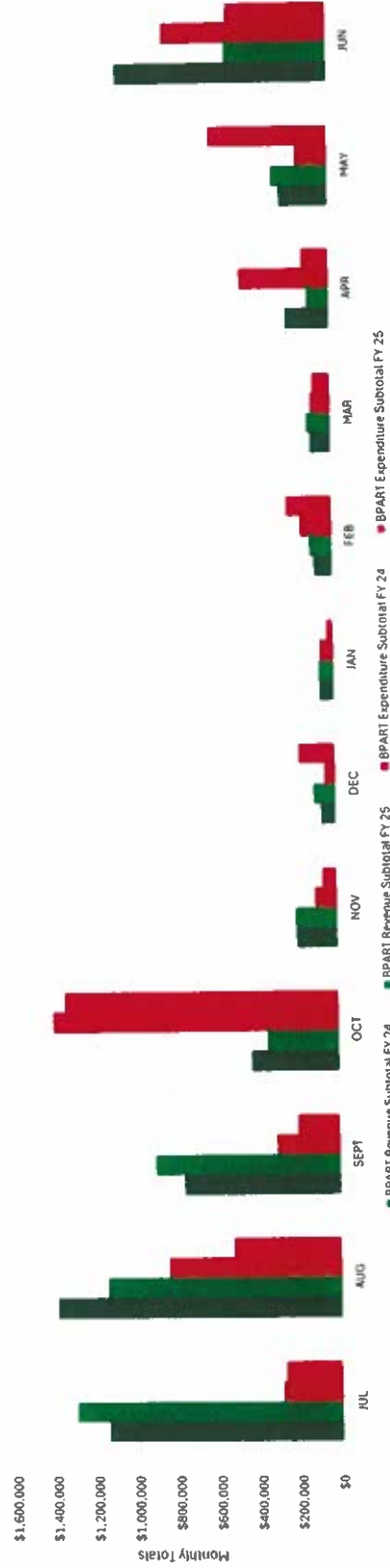
ZONING ISSUED =6

PERMITS SERVICED FOR INSPECTIONS FROM 6/1/25-6/01/25= 123

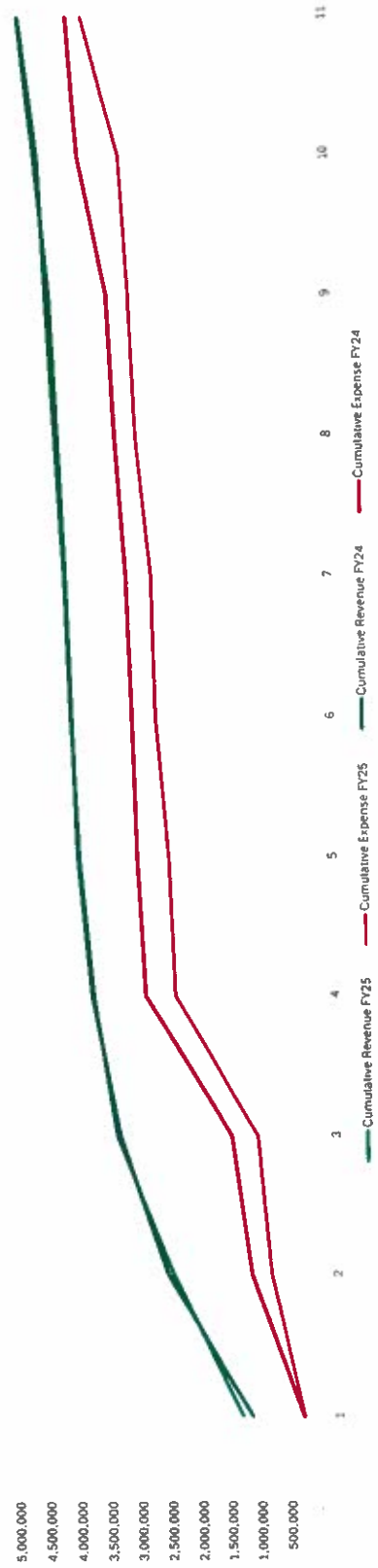
TOTAL INSPECTIONS MADE= 264



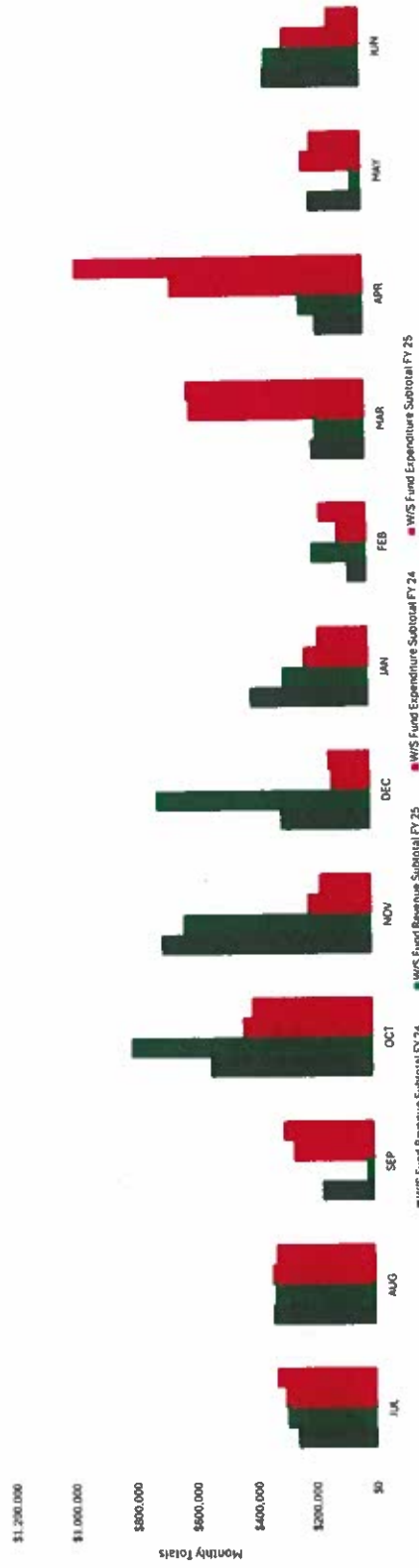
BPART



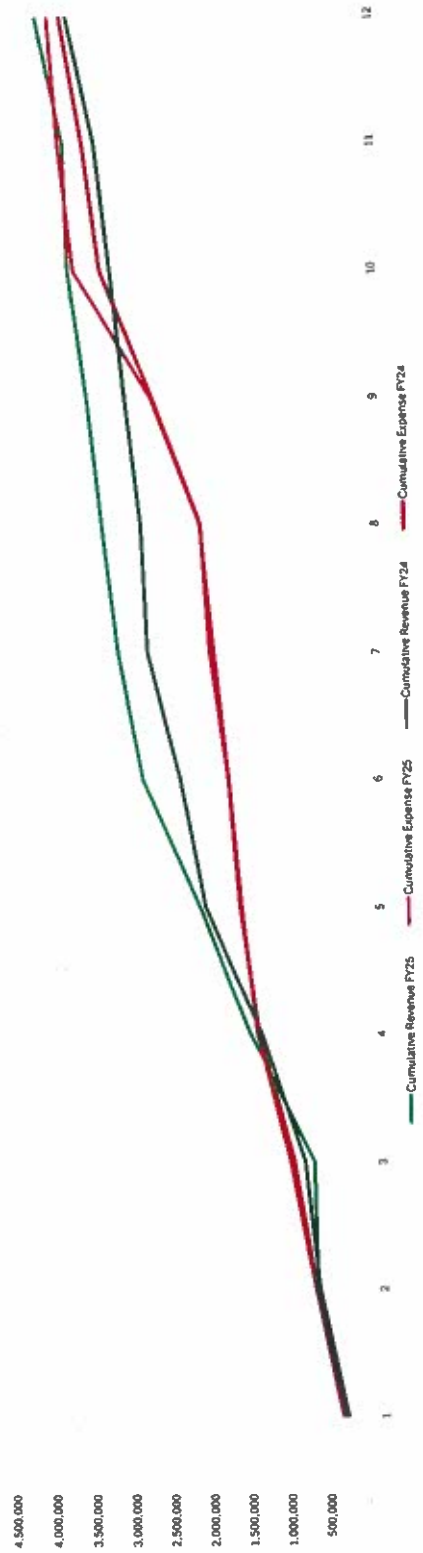
BPART



Water/Sewer Fund



WATER/SEWER FUND



Interim Town Manager's Report

Greensboro Street Lift Station

- Meeting between engineer, contractor, and town staff held on June 26
- Fourth application for payment submitted to EPA
- State still lags in sending payments and now they are doing a computer system changeover
- Projected for next 30 days: vinyl sheet piling anchors and top wall cap, standing seam metal roofing, exterior painting, saw-cutting of existing concrete for roof scuttle, storm piping for roof drains, timber piling for mechanical equipment deck

Block Q Restrooms & Parking

- Contractor struggled early to meet expectations but staff has engaged in several meetings and things appear to be improving
- Deliverable for completion remains optimistic for end of August but money will need to be reallocated for contract at July meeting
- Pouring concrete week of July 1st

Ocean Boulevard Stormwater

- The Letter Report that Bob Keistler mentioned had the financial certification completed by finance officer.
- Wilmington District was submitting the Draft Letter Report for review

Pier Site

- Third meeting with staff and HDR was held July 10th
- Draft report ready and on agenda for consideration

GO Bond Referendum

- Required advertising took place in newspaper on 6/27/25
- Staff submitted LGC application July 8th
- Met with bond attorney and financial advisor on June 24th to discuss application

Employee Updates

- Several employees in public works received collections certifications to include the following:
Chris Benton-Operator 2 - sewer
Shane Barton-Operator 1- sewer
Mark Thomas-Operator 2- sewer
- It is with much sadness that I pass along that Chris Clemmons has announced his retirement after 29 years with the Town at the end of this month.
- Austin Bell was sworn in on 6/30/25 as our newest officer.
- Raqueel Archibald started as a technician in the Public Works Department on 7/7/2025

Rank	Objective	Status	Timeline	Area of Responsibility
#2	ADA Self Assessment	In House Evaluation Planning and Inspections Dept working on outline and timeline	Looking at October for deliverable	P&I Department
#6	ADA Bathroom (Block Q)	Pouring concrete; Contractor back on track	Late August completion	Staff/Architect
#7	Fire Station Upgrades	Size and potential costs evaluated by planning department; doing house counts Planning and Inspections Director Evans met with fire department and narrowed needs assessment	Planning Department continuing to work on project and anticipates August presentation	Staff/ Fire Dept
#14	Block Q site plan-concert venue	Potential concert venue location on July agenda	Next step more advanced renderings	Staff/BOC
#18	Update Town Website	Update completed a few years ago; project page added Accessibility being evaluated as part of ADA assessment above	see ADA self assessment above	Staff
#19	Pier Replacement	30% design and life cycle analysis before BOC for July agenda	August deliverable of a summary report	BOC
#26	Investigate vacuum bypass system	Not in 24/25 budget/ PW recommendation/research needed	TBD	PW Dept
new	Repair and Maintenance W/S	added as part of budget review process	begin tracking needs and costs	PW Dept



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: July 15, 2025

FROM: Heather Finnell, Town Clerk

DATE SUBMITTED: July 3, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Selection of Members to Serve on Boards

BACKGROUND/PURPOSE OF REQUEST: Interviews are scheduled for 4:45 p.m. on July 15th. Attached is a memo that details the terms and people who are interested in filling 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"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Attachment 1 - Memo
 Attachment 2 – Members’ Terms
 Attachment 3 - Applications

Attachment 1



Date: July 7, 2025
To: Commissioners and Mayor Holden
From: Heather Finnell, Town Clerk HF
Re: Membership of Boards

Interviews for people interested in serving on various Town boards are scheduled for July 15th at 4:45 p.m. Just a reminder that current members are not normally interviewed again, so I did not ask them to be at the meeting. Below is a breakdown of the vacancies on each board.

Parks & Recreation Advisory Board: There are two terms expiring. Peggy Schiavone is eligible and willing to serve another term. Keith Smith has decided not to serve again.

Planning & Zoning Board: There are two alternate member terms and one regular member term expiring. Regular member Kate Day and alternate member Mark Francis are willing and eligible to serve another term. Pete Pallas has decided not to serve again.

Board of Adjustment: There is one regular member term and one alternate member term that needs to be filled. Current alternate members Rick McInturf and Richard Roberts have both expressed interest in moving to the regular member position.

I have received new applications as follows:

Parks & Recreation Advisory Board – Suzannah Tucker, Ronald Bristol II and Christina Page

Planning & Zoning Board – no new applicants

Board of Adjustment – no new applicants

Ballots will be supplied at the meeting if the Board desires to vote by ballot.

Attachment # 2

Parks & Recreation Advisory Board		Term	Term Expires
Grace Bannerman	Appointment to Becky Willis' Position 07/20/21 Reappointed 07/18/23	2nd	2026
Melanie Champion	Appointed to Karen Fleischhauer's Vacant Position 06/20/21 Reappointed 07/18/23	2nd	2026
Ray Edwards	Appointed to Suzannah Tucker's Position 08/20/24	1st	2027
Peggy Schiavone	Appointed to John McEntire Vacant Position 7/17/22 resigned July 2022	1st	2025
Mike Pearson	Appointed to Dolly Mitchell's Position 07/20/21 Reappointed 07/18/23	2nd	2026
Keith Smith	Appointed to Olivia Gomez's Vacant Position 7/19/22	1st	2025
Candace Vick	Appointed to Nick Payne's Position February 19, 2019 Reappointed 07/21/20 Reappointed 07/18/23	1st	2026

PLANNING AND ZONING

		TERM EXPIRES	TERM
Ashley Royal	Appointed to Aldo Rovito's Alternate Position 7/18/23 Appointed Regular Member on 08/20/24	7/1/2027	1st
Kate Day	Appointed to John Cain's Regular Member on 08/20/24	7/1/2025	not full
Chad Hock	Appointed Regular Member on 08/20/24	7/1/2027	1st
Maria Surprise	Appointed Regular Member on 08/20/24	7/1/2027	1st
Aldo Rovito	Appointed to John Cain's Alternate Position 7/19/22 Appointed to Greg Shue's Regular Position 7/18/23	7/1/2026	1st
Mark Francis	Appointed to Stu Atwell's Alternate Position 07/20/21 Reappointed Alternate Position 7/19/22 Reappointed Alternate Position 7/18/23 Reappointed Alternate Position 08/20/24	7/1/2025	
Peter Pallas	Appointed to Vicki Myer's Alternate Position 7/14/15 Reappointed 7/19/16 Reappointed 7/18/17 Reappointed 7/10/18 Reappointed 7/16/19 Reappointed 07/21/20 Appointed to Bob Hunter's Regular Position 07/20/21 Appointed to Ashley Royal's Alternate Position on 08/20/24	7/1/2025	

BOARD OF ADJUSTMENT APPOINTMENT & EXPIRATION DATES

NAME	SUMMARY	TERM EXPIRES	Term
Richard Griffin	Appointed to Stephen Veenker's Regular Position 7/16/19 Reappointed Regular Position 9/19/22	Jul-25	2nd
David Yarasheski	Appointed to Jack Lohman's Vacant Position on August 20, 2024	Jul-27	1st
Anne Arnold	Anne Arnold's Alternate Member Position Vacant as a result of Resolution 15-10 Reinstated March 8, 2016 Reappointed Alternate Member 07/18/17 Appointed to Larry Reinhart's vacant Regular Member position on August 20, 2019 Reappointed Regular Member July 21, 2020 Reappointed Regular Member July 18, 2023	Jul-26	2nd
MaryLou Lahren	Appointed to Cheryl Dellinger's vacant Alternate Position 10/15/19 Appointed to Ben Baker's Regular Position July 21, 2020 Reappointed Regular Member July 18, 2023	Jul-26	2nd
Phil Caldwell	Appointed to Anne Arnold's vacant Alternate Position 10/15/19 Appointed to Larry Blume's Vacant Postion July 21, 2020 Reappointed Regular Member July 18, 2023	Jul-26	2nd
Rick McInturf	Appointed to Aldo Rovito's Vacant Alternate Position 7/19/22 Reappointed Alternate Posiiton July 18, 2023	Jul-26	1st

Richard Roberts	Appointed to MaryLou's Alternate Position 7/20/2021 Reappointed Alternate Position July 18, 2023	Jul-26	2nd
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Vacant	Gerald Arnold's Vacant Position	23-Jul
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TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:Name: Suzannah Smith TuckerAddress: 120 South Shore
Holden Beach, NC 28462Phone #: 910-309-8465Email: suzannah.tucker@gmail.com Occupation: Career Academy Coach**Interest & Ability:**Board or Committee you are interested in serving on: Parks and Recreation Advisory BoardWhy are you interested in serving in this capacity? Enjoy volunteering at Parks & Rec. functions, sharing input on enhancements & supporting town staff.What do you feel you can contribute to the position? Six years experience serving on this Board (2018-2024). Volunteer at all Parks & Recreation functions/programs.**Background:**

School(s)	Dates	Area of Study	Degree
<u>UNC-Greensboro</u>	<u>Graduated 1990</u>	<u>Bus. & Mktg. Education</u>	<u>M.S.</u>
<u>UNC-Pembroke</u>	<u>Graduated 1978</u>	<u>Bus. Education</u>	<u>B.S.</u>

Previous Residences:1834 Stetson Ln. Fayetteville, NC 28304 - Current resident
Live at Holden Beach fulltime May - Sept.**Prior/ current involvement in Town Government or related activities:**PRAB 2018-2024 (2 terms)**Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee:**Managed federal, state & local funds while serving as Career & Technical Ed. Executive Director. Have a genuine passion to provide HB residents & visitors quality Park & Rec programs & facilities.**Certification of Eligibility:**I am a resident of the Town of Holden Beach. 50/50 Fayetteville, NC

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Suzannah S. TuckerDate: 7-3-25



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: RONALD H. BRISTOL II
Address: 157 OCEAN BLVD EAST Phone #: 336-501-1212
Email: bristolrh@yahoo.com Occupation: Retired

Interest & Ability:

Board or Committee you are interested in serving on: Parks + Recreation

Why are you interested in serving in this capacity?

To help ensure we have the appropriate variety of activities/sports for ALL Ages

What do you feel you can contribute to the position?

*business background, history of high use of a variety of town PER facilities
long range planning*

Background:

School(s)	Dates	Area of Study	Degree
<u>Villanova University</u>	<u>1980-1984</u>	<u>Accounting</u>	<u>BS Accounting</u>
<u>Duke University</u>	<u>1985-1990</u>	<u>Finance</u>	<u>MBA</u>

Previous Residences:

1712 Planters dr. Huddlesby, VA 24107

Prior/ current involvement in Town Government or related activities:

None

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee:

Tennis, swimming, Pickleball

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: R. H. Bristol Date: 06/20/2025



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Christina L. Page

Address: 124 Davis St. Unit B Phone #: 919-621-1419

Email: tinapage0319@gmail.com Occupation: retired

Interest & Ability:

Board or Committee you are interested in serving on: Parks & Recreation

Why are you interested in serving in this capacity?

As an avid recreational user of facilities wherever I have lived, I have an interest in providing the best facilities, using our limited space on island while addressing the needs of our residents.

What do you feel you can contribute to the position?

Years of non profit work and working with boards and various interest groups to achieve a consensus is one of my strengths. A deep and genuine desire to see Holden Beach be unique and special.

Background:

School(s)	Dates	Area of Study	Degree
<u>STCC</u>	<u>1979-1981</u>	<u>Plant Science</u>	<u>A.S.</u>
<u>NCSU</u>	<u>1982-1985</u>	<u>Landscape Horticulture</u>	<u>B.S.</u>

Previous Residences:

Weston, CT; Middletown, OH; Raleigh, NC

Prior/ current involvement in Town Government or related activities:

Assisted with many recreational groups my whole life- participating, volunteering, organizing and raising money

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee:

My education is landscape design, my work was mainly for various nonprofits (the last providing summer camp for military children) and my hobbies are various sports and recreation=a well rounded background to assist the town in making long range decisions.

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Christina L Page Date: July 6, 2025

Current member
eligible to serve again



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Peggy Schiavone (Margaret)
Address: 105 Schooner Dr Phone #: 910 842 8655
Email: mschiavone@ATMC.NET Occupation: RETIRED

Interest & Ability:

Board or Committee you are interested in serving on: Parks + Recreation Board

Why are you interested in serving in this capacity? always interested in HB Town planning.

What do you feel you can contribute to the position? Previous years on Parks + Rec and Planning + Zoning

Background:

School(s)	Dates	Area of Study	Degree
<u>Aguias College</u>	<u>1970</u>	<u>Literature</u>	<u>—</u>
<u>Haddon Hts HS</u>	<u>1963</u>	<u>Business</u>	<u>—</u>

Previous Residences:

Planning + Zoning chair/member
Prior/ current involvement in Town Government or related activities: Chair of Parks + Rec

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: Have been on committees planning town facilities for many years. Lived here permanently since April 1999 - Home here since 1989

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Peggy Schiavone Date: June 28, 2022

current regular member
eligible to serve again



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Kate Day
Address: 119 Seagull, Holden Beach Phone #: 919 345-3011
Email: kateday84@gmail.com Occupation: Dir, Business Dev
SS&C Technologies

Interest & Ability:

Board or Committee you are interested in serving on: Zoning + Planning

Why are you interested in serving in this capacity? As a full time resident now for three years and a homeowner here since 1996, I have seen so much development on the island. I would like to be sure that we are being thoughtful & thinking of
What do you feel you can contribute to the position? What is important for Holden Beach.
• Strategic thinking • Committee Facilitation
• Business Process • Management

Background:

School(s)	Dates	Area of Study	Degree
<u>Dartmouth College</u>	<u>1980-1984</u>	<u>History</u>	<u>BA</u>

Previous Residences: 1504 Lakepark Drive, Raleigh NC

Prior/ current involvement in Town Government or related activities:
NONE

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: Public Policy, non-profit Board Leadership
www.linkedin.com/in/katedayinternational

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Catherine B Day Date: 7/7/2024

Current alternate 1 & 2 member
eligible to serve again



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Mark Francis

Address: 119 Brunswick Ave East

Phone #: 704/996-5080

Email: markfrancis1959@gmail.com

Occupation: Insurance Broker/Real Estate Investor

Interest & Ability:

Board or Committee you are interested in serving on: Parks & Recreation Advisory Board

Why are you interested in serving in this capacity? I own a house at Holden and a lot on which I plan to build a permanent residence in 2022. I'm an avid exercise enthusiast and have time to devote to helping.

What do you feel you can contribute to the position? With an interest in the quality of life on Holden Beach, and someone who makes use of our current parks & facilities I believe I could help our town's efforts.

Background:

School(s)	Dates	Area of Study	Degree
<u>Indiana State University</u>	<u>1979-1982</u>	<u>Insurance & Real Estate</u>	<u>BS Business</u>
<u>University of Texas - Arlington</u>	<u>1983-1984</u>	<u>Business - Finance</u>	<u>MBA</u>

Previous Residences: 8904 Boling Green Drive, Charlotte, NC 28277

Prior/ current involvement in Town Government or related activities: None

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: Avid exercise enthusiast, and enjoy having quality parks and play areas for residents & guests.

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Mark Francis Date: 7/12/2021

current alternate
interested in regular member



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Rick McInturf
Address: 122 Frigate Phone #: 334-432-0660
Email: rmcinturf@ozarkcityschools.net Occupation: Retired

Interest & Ability:

Board or Committee you are interested in serving on: Parks & Rec Board

Why are you interested in serving in this capacity? I have an interest and have worked to build and renovate athletic facilities when I was Superintendent of Schools.

What do you feel you can contribute to the position?
I have managed a \$20,000,000 as a superintendent, I enjoy working with people and want to contribute to the Island, now that we

Background: live here full time

School(s)	Dates	Area of Study	Degree
<u>East Tn. State Univ</u>	<u>1996-97</u>	<u>Ed. Leadership</u>	<u>Ed. D.</u>
<u>East Tn State Univ</u>	<u>1994</u>	<u>Teaching of Reading</u>	<u>MA</u>
<u>Milligan College</u>	<u>1972</u>	<u>Physical Education/ Elementary Ed.</u>	<u>BS</u>

Previous Residences: Ozark, Al.
Johnson City, Tn.

Prior/ current involvement in Town Government or related activities: As Superintendent in Ozark, I worked closely with the mayor and city council on numerous projects

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: I have coordinated the building of several athletic facilities in Ozark and was able to renovate

Certification of Eligibility: Several others. I work well with people.

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Richard A. McInturf (Rick) Date: 6-24-22

Heather Finnell

From: Rick McInturf <rmcinturf1968@gmail.com>
Sent: Wednesday, July 2, 2025 9:49 AM
To: Heather Finnell
Subject: Board of Adjustment

Heather,

I have served as an alternate on the BOA for several years. Should the Board be interested, I would be willing to move into a regular slot, or I can stay where I am. No big deal. I have had to serve at every meeting anyway because someone could not make it.

Thanks

Rick

Sent from my iPhone

Current alternate
interested in regular member



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Richard Roberts
Address: 329 Serenity Lane Phone #: 908 577-2550
Email: richard.roberts@verizon.net Occupation: Retired

Interest & Ability:

Board or Committee you are interested in serving on: Board of Adjustment or Planning

Why are you interested in serving in this capacity? Keeping Holden Beach relevant through community involvement.

What do you feel you can contribute to the position?

Experience; education; outside perspective.

Background:

School(s)	Dates	Area of Study	Degree
<u>Westminster College</u>	<u>1980-1984</u>	<u>Business Admin/Econ.</u>	<u>BS</u>
<u>Kean University</u>	<u>1990-1993</u>	<u>Mgmt. Info Sys</u>	<u>MS</u>

Previous Residences: Sandy Utah; Summit New Jersey

Prior/ current involvement in Town Government or related activities: see attached

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: see attached

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof, or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Richard Roberts Date: 7/2/2021

Resume

Richard Roberts

329 Serenity Lane Holden Beach, NC

Professional:

1966 – 1967 US Army 15th Field Artillery, Fort Sill Oklahoma

1967 – 1997 AT&T Operation and Product Management, Basking Ridge NJ

1997 – 2019 R. Roberts & Assoc. Consulting Sarbanes Oxley compliance testing,
Summit NJ

2002 – 2021 Building Manager Tiger Baron Foundation LLC, Summit NJ

Related Activities:

1990 – 1997 Member Board of Trustees Clearwater Swim and Tennis Club

1997 – 2010 Member Board of Trustees Stoney Hill Players Community Theater

Participant (as the building manager) in a successful two year project to obtain a use variance for a church building located in an R5 zone to be used as a multi-tenant community outreach center owned and operated by a philanthropic foundation.

Heather Finnell

From: Rick Roberts <richard_roberts14@verizon.net>
Sent: Wednesday, July 2, 2025 11:01 AM
To: Heather Finnell
Subject: Board Of Adjustment

Heather,

I am currently an alternate on the BOA. I am interested in moving to a permanent member. Do I need to fill out another application to make that happen?

Richard Roberts



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Tom Myers & Tracey Thomas

MEETING DATE: 07/15/2025

DATE SUBMITTED: 07/04/2025

ISSUE/ACTION REQUESTED:

Discussion and Possible Action regarding recommended tasks for the Audit Committee.

Possible Action: Task the audit committee with:

1. Developing a draft BPART fund balance policy for consideration by the BOC
2. Investigating and reporting back to the BOC on potential occupancy tax collection solutions.

BACKGROUND/PURPOSE OF REQUEST:

The audit committee met with the auditor on June 26th. Several topics were discussed, and two were deemed worthy of further action by the audit committee:

- 1) Drafting a policy to establish guidelines for the management and use of the BPART fund balance to ensure compliance with legal requirements, financial stability, adequate reserves, and support for Town initiatives.
- 2) Investigating how the Town can best manage the collection of occupancy taxes on rentals made through platforms such as Airbnb, VRBO, and individual owner websites.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: YES / NO

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY: YES / NO

ADVISORY BOARD RECOMMENDATION: Issue the taskers

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

Coates' Canons NC Local Government Law

Occupancy Taxes and Airbnb

Published: 11/02/22

Author: Chris McLaughlin

As the number of Airbnb and other short-term rentals continues to increase across North Carolina, more local governments grow concerned about the regulation and taxation of these properties. To help, my School of Government faculty colleague Rebecca Badgett and I created a half-day workshop available for on-demand viewing and a related book on this sometimes controversial topic.

One important issue we discuss is how local governments can best collect occupancy taxes on rentals made through third-parties such as Airbnb or traditional rental agents. The good news is that many short-term rental ("STR") websites and rental agents are sending monthly occupancy tax checks to North Carolina local governments. The bad news is that those checks are often lump-sum payments with no way to identify the rental properties to which they relate. This lack of detail makes it almost impossible to know if these third parties are satisfying their occupancy tax obligations. What's more, North Carolina law lets most property owners off the hook for unpaid occupancy taxes on rentals made through STR websites or rental agents. To make things even more confusing, the General Assembly recently amended the law governing tax liability for these third-party rental facilitators.

Here's a summary of where the law now stands.

1. STRs booked through websites and rental agents are subject to local occupancy taxes.

I cover the basics about occupancy taxes and exemptions here and here. Essentially all STRs are taxable unless they are extend longer than 90 consecutive days, are at a private residence rented for fewer than 15 days per year, or are part of a school, college or camp program. This is true regardless of whether the rental is a hotel room, an oceanfront mansion, or simply a spare bedroom and regardless of whether the rental is booked through a third-party such as a STR website or rental agent or directly with the property owner.

2. If the rent for an STR is collected by a third party, that third party is likely responsible for any unpaid occupancy taxes instead of the property owner.

To understand how this occurs, we first need to look at the applicable definitional section:

Section 105-164.3. Definitions

(1) *Accommodation.* – A hotel room, a motel room, a residence, a cottage, or a similar lodging facility for occupancy by an individual.

(3) *Accommodation facilitator.* – A person that contracts, either directly or indirectly, with a provider of an accommodation to perform, either directly or indirectly, one or more of the activities listed in this subdivision. **The term includes a real estate broker as defined in G.S. 93A-2. The activities are:**

1. **Market the accommodation and accept payment or collect credit card or other payment information for the rental of the accommodation.**
2. **List the accommodation for rental on a forum, platform, or other application for a fee or other consideration.**

[Emphasis added.]

Under this new (as of 2020) provision, the term “facilitator” now includes both STR websites such as Airbnb and VRBO as well as traditional (and usually local) rental agencies.

We then need to turn to another provision to learn how and when a facilitator is responsible for occupancy taxes:

Section 105-164.4F. Accommodation rentals.

(b) *Tax.* – The gross receipts derived from the rental of an accommodation are taxed at the general rate set in G.S. 105-164.4. Gross receipts derived from the rental of an accommodation include the sales price of the rental of the accommodation. The sales price of the rental of an accommodation is determined as if the rental were a rental of tangible personal property. The sales price of the rental of an accommodation made by an accommodation facilitator includes any charges or fees, by whatever name called, charged by the accommodation facilitator to the purchaser of the accommodation that are necessary to complete the rental. The tax is due and payable by the retailer in accordance with G.S. 105-164.16.

(b1) *Retailer.* – Except as otherwise provided in subsection (c) of this section, **the retailer of the**

*rental of an accommodation is one or more of the persons listed below that collects the payment, or a portion of the payment, for the rental of the accommodation. In the event the person who collects the payment cannot be determined or is a third party that is not listed in this subsection, and subsection (c) of this section does not apply, the provider of the accommodation shall be considered the retailer of the transaction. **The retailer is liable for reporting and remitting the tax due on the portion of the gross receipts derived from the rental of the accommodation that the retailer collects. The retailer may be one or more of the following:***

(1) The provider of the accommodation.

(2) An accommodation facilitator.

[Emphasis added.]

Reading these provisions together, we arrive at this conclusion: if a on-line STR platform or a rental agency lists a property and collects payment for the rental of that property, then that platform or agency is responsible for collecting and remitting occupancy taxes on that rental to the appropriate local government. (It is also responsible for collecting and remitting sales taxes on that rental to the state.) The owner of the property being rented is not responsible for those taxes.

This is not ideal from the perspective of North Carolina tax collectors, because it is obviously much easier to collect delinquent taxes from a local property owner than it is from San Francisco-based Airbnb or Austin-based VRBO. Local property owners have local bank accounts to attach and local personal property to levy upon and sell. Airbnb and VRBO do not.

It's unclear why the General Assembly chose to make facilitators rather than individual property owners responsible for sales and occupancy taxes. The legislature likely assumed that the large companies running STR websites have deeper pockets than do the property owners. It also may have also assumed that it is easier to deal with one taxpayer that is responsible for many tax payments rather than many individual taxpayers. While both of those assumptions sound reasonable, the end result is a bad one for local tax collectors who have almost zero leverage over well-financed companies located outside of North Carolina.

Of course, local rental agencies are much easier to target with enforced collection remedies such as bank account attachment than are Airbnb or VRBO. And local rental agencies are liable for occupancy taxes on any rentals for which they collect the rent, even if the properties in question are

also listed with an on-line STR platform. As a result, liability for occupancy taxes on a particular STR property may be split between on-line STR platforms and a local rental agency depending on which entity collects the rent for each rental period.

Problem is, there's no way for a local tax collector to know which entity collected which rent. I think the best approach is for a local tax collector to assume that all occupancy taxes on any property listed by a local rental agency are the responsibility of that agency. If the agency wishes to dispute that tax obligation, then the agency will need to prove with appropriate documentation that payment for some rental periods were collected by an on-line STR platform. Liability for taxes on those rentals would then shift from the agency to the on-line STR platform.

A property owner remains responsible for occupancy taxes on any rentals for which the owner collects payment directly from the tenant and not through an on-line STR platform or rental agency. As suggested above for rental agencies, local tax collectors should put the burden on property owners who list their properties with on-line STR platforms to prove with appropriate documentation that payment for all rentals of their properties were paid through those platforms and not paid directly to the owners.

3. Airbnb and other major STR platforms are making monthly lump sum occupancy tax payments to North Carolina local governments.

In 2015, Airbnb signed an agreement with the North Carolina Department of Revenue to begin collecting state sales taxes on rentals in this state. As part of that agreement, Airbnb initially promised to collect and pay local occupancy taxes in four large counties (Buncombe, Durham, Mecklenburg, and Wake).

It's unclear whether local officials were parties to that agreement or exactly what Airbnb promised to do with regard with local occupancy tax reporting, in large part because the Department of Revenue refuses (inappropriately, in my view) to release that agreement to the public. It does not appear that Airbnb has signed tax agreements directly with any local governments in North Carolina.

Regardless, as of 2019 Airbnb claims that it collects local occupancy taxes on rentals in all 100 North Carolina Counties. Local tax collectors confirm that Airbnb is sending monthly tax payments but, as mentioned above, those payments do not identify the properties to which they relate. Some

North Carolina tax collectors told me that Airbnb provides a single address for all of their hosts' properties in their towns, 888 Brannan Street. That's the address of Airbnb's corporate headquarters in San Francisco.

This mirrors Airbnb's approach across the country. The company has signed hundreds of "voluntary collection agreements" with state and local governments, almost all of which prevent those governments from learning the names or addresses of Airbnb's hosts. The company fights tooth and nail protect this "shield of secrecy," suing local governments that attempt to require host properties to be identified and altering the latitude and longitude of each property's geocode so it can't be accurately located on a map. It has spent millions of dollars lobbying state legislatures to pass laws limiting the ability of local governments to regulate and tax STRs.

VRBO and Expedia (which operates a variety of STR platforms including Orbitz, Hotels.com, and Travelocity) have adopted the same Airbnb modus operandi of lump sum payments without any supporting detail. The only difference is that none of these companies appear to have signed formal agreements with the state or any of our local governments.

Officials in a few towns report that Expedia recently began providing details about the properties covered by each monthly payment. Blowing Rock officials told me that this occurred soon after they were able to get an Expedia employee on the telephone and plea for additional detail to be provided along with Expedia's tax payments. If your local government has had similar success in convincing any of the STR websites to provide details behind their monthly payments, please share how you accomplished that in the comment section below.

4. Tips for STR tax enforcement.

The bottom line is that the party that collects payment for an STR is responsible for occupancy taxes on that rental. This could be an on-line STR platform, a local rental agency, or the property owner. If it is unclear who is collecting payment for a particular STR, then a local occupancy tax collector may send estimated occupancy bills to the property owner or the rental agency with which the property is listed and thereby put the burden of disputing that tax bill on that party.

Finally, a property tax note. Don't forget that any personal property made available with a rental property (furniture, appliances, grills, bikes, etc.) is taxable business personal property and should be listed and taxed as such.

This blog post is published and posted online by the School of Government for educational purposes. For more information, visit the School's

website at www.sog.unc.edu.

Coates Canons

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Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Interim Manager Ferguson

MEETING DATE: 7/15/25

DATE SUBMITTED: 7/8/25

ISSUE/ACTION REQUESTED: Consideration and possible action on letter of support for UNCW grant.

BACKGROUND/PURPOSE OF REQUEST: Dr. Long from UNCW has asked for letters of support for a regional sediment management initiative. The university is applying for a grant from National Fish and Wildlife. Early feedback from the board shows that there is a divide between formal participation and informal participation.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: Discuss how the board wants to move forward and provide direction to the interim manager.



July 8, 2025

National Fish and Wildlife Foundation
1625 Eye Street NW, Suite 300
Washington, DC 20006

To Whom It May Concern:

The Town of Holden Beach would like to take this opportunity to express our support for the University of North Carolina Wilmington proposal to the National Fish and Wildlife Federation (NFWF) entitled *Building Community Capacity for Regional Sediment Management to Support Nature-Based Solutions (NC)* (EasyGrants #88503). We are enthusiastic about the opportunity to collaborate on this initiative and intend to participate in the workshops and local knowledge gathering efforts that have been proposed. This letter confirms our support for the overall project objective of strengthening community ties and engaging local, state, and federal entities to promote coordination of sediment management for nature-based solutions at regional, system-level scales.

Brunswick County Beaches are sand starved for future nourishments when it comes to available sand resources. Regional sediment management provides a tool to explore how available resources may be used advantageously throughout the system.

Given the urgent need for efficient and effective use of sediments to support coastal risk reduction and ecosystem services in all coastal areas, we hope that the National Fish and Wildlife Foundation will select this grant application to support the work of our partners at the University of North Carolina Wilmington.

Sincerely,

Christy W. Ferguson
Interim Town Manager/Assistant Town Manager
Town of Holden Beach

Christy Ferguson

Sent: Tuesday, July 8, 2025 9:48 AM
Subject: FW: NFWF Coastal Resilience Fund - RSM proposal

From: Long, Joseph W. <longjw@uncw.edu>
Sent: Monday, July 7, 2025 1:45 PM
To: Christy Ferguson <Christy.Ferguson@hbtownhall.com>
Subject: RE: NFWF Coastal Resilience Fund - RSM proposal

Hi Christy,

There is not financial obligation for participation. We will pay to host all of the meetings/engagements, we only ask for your time/participation. The full grant is not due until July 17th so, if you would be able to get approval on the 15th and still pass it along I could still include it. I have no problem with the document being public.

Thanks!
Joe

From: Christy Ferguson <Christy.Ferguson@hbtownhall.com>
Sent: Monday, July 7, 2025 1:00 PM
To: Long, Joseph W. <longjw@uncw.edu>
Subject: RE: NFWF Coastal Resilience Fund - RSM proposal

[This email originated from outside of UNCW]

Dr. Long

Is there a financial obligation on the part of the municipalities who participate? I can't sign the letter without board approval and our meeting is the night of the 15th (which is your deadline), so we may have to participate informally instead of submitting a letter. Is there any reason you would not want this template to be a public document?

Christy

From: Long, Joseph W. <longjw@uncw.edu>
Sent: Monday, July 7, 2025 12:35 PM
To: Christy Ferguson <Christy.Ferguson@hbtownhall.com>
Cc: Francis Way <FWay@appliedtm.com>
Subject: RE: NFWF Coastal Resilience Fund - RSM proposal

Hi Christy,

Appreciate you being willing to participate. I have attached a template for a letter that you can put on your letterhead. You can feel free to edit anything in there but just make sure to retain the name of the project and the project number.

Thanks!
Joe

From: Christy Ferguson <Christy.Ferguson@hbtownhall.com>
Sent: Wednesday, July 2, 2025 6:16 PM
To: Long, Joseph W. <longjw@uncw.edu>
Cc: Francis Way <FWay@appliedtm.com>
Subject: Re: NFWF Coastal Resilience Fund - RSM proposal

[This email originated from outside of UNCW]

Can you share a copy of the letter of engagement?

Thanks
Christy
Sent from my iPhone

On Jul 2, 2025, at 8:58 AM, Long, Joseph W. <longjw@uncw.edu> wrote:

Hi everyone,

I hope this email finds you doing well. I am reaching out because we have been invited to submit a full proposal for the NFWF Coastal Resilience Fund (<https://www.nfwf.org/programs/national-coastal-resilience-fund>) focused on regional sediment management in southeastern NC. The project team consists of engineers, policy experts, and facilitators from UNCW, researchers from The Water Institute, and from Louisiana State University.

We are applying under the category of 'Building Community Capacity' which means we are trying to develop purposeful engagement and actionable frameworks to support prioritizing nature-based solutions for community risk reduction and enhancement of ecosystem services. ***This is holistic and includes all areas of the islands, not just the oceanfront with a strong emphasis of beneficial use of all sediments even non-beach quality.*** We are trying to do this at the regional level and are focused on Brunswick County Islands with the work being clearly transferable and/or connected to other regions in the future.

Our main tasks:

1. Comparative analysis of all community-level beach management plans
2. Synthesize existing sediment projects and transport pathways using historical data and Local Knowledge Mapping (aka, your input!)
3. Identify regional sediment sources (supply) using historical data and Local Knowledge Mapping
4. Identify sediment needs (demand) using historical data and Local Knowledge Mapping
5. Develop a prioritization structure for ranking sediment needs and connecting to suitable sources

Deliverables would include increased engagement (local, state, federal), spatial GIS maps of sediment sources and needs, and a regional plan with consensus metrics and prioritization criteria.

We want, and need, your engagement on this project and I am hoping you are interested in participating. We plan to have the following:

1. Three regional meetings including invited participants from all communities
1. One interview with each individual community (researchers will map your local knowledge of the sediment system, understand priorities, etc)
1. Host one public science talk per community focused on the advantages of nature-based solutions for coastal resilience for public education (e.g., at a local community restaurant or brewery; "Pints with a Purpose: Nature Based Solutions for a Stronger Coast")

I am hoping you are willing to engage on this 3-year project. **If so, we would love to include a letter of engagement indicating your intent to participate (needed by July 15th).** We would host the meetings at UNCW and can offer a small stipend to your towns engineering consultant for them to participate in the meetings.

Please let me know if you have any questions. I've sent this to representatives from Oak Island, Bald Head Island, Holden Beach, Ocean Isle, Caswell/Fort Caswell, Sunet Beach, Bird Island NCNERR many of which participated in our April Sand Matters workshop but please forward to others if more appropriate.

I look forward to working together if the proposal is successful.

Thanks!!
Joe