



Town of Holden Beach
Board of Commissioners
Regular Meeting

Tuesday, December 17, 2024
5:00 PM

Holden Beach Town Hall
Public Assembly



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, DECEMBER 17, 2024 - 5:00 P.M.**

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Conflict-of-Interest Check
6. Approval of Minutes
 - a. Minutes of the Regular Meeting of November 19, 2024 (Pages 1 – 13)
7. Public Comments on Agenda Items
8. Consideration and Possible Action on the Termination of the Coastal Storm Risk Management General Revaluation Corps of Engineers Study – Bob Keistler and/or Brennan Dooley, Corps of Engineers and Interim Town Manager Ferguson (Pages 14 – 25)
9. Police Report - Chief Dixon (Pages 26 – 30)
10. Inspections Department Report – Inspections Director Evans (Pages 31 – 33)
11. Finance Department Report – Finance Officer McRaney (Pages 34 – 37)
12. Interim Town Manager's Report – Interim Town Manager Ferguson (Pages 38 – 39)
13. Discussion and Possible Approval of 2025 Board of Commissioners' Meeting Schedule – Town Clerk Finnell (Interim Town Manager Ferguson) (Pages 39a – b)
14. Discussion and Possible Action on Selection of Mayor Pro Tem – Town Clerk Finnell (Interim Town Manager Ferguson) (Pages 40 – 41)
15. Discussion and Possible Action on Resolution 24-10, Resolution Approving Truist Signature Card – Town Clerk Finnell (Interim Town Manager Ferguson) (Pages 42 – 43)

16. Discussion and Possible Action on Revised Job Descriptions for Finance Department – Town Clerk Heather (Interim Town Manager Ferguson) (Pages 44 – 48)
17. Discussion and Possible Action on Resolution 24-11, Resolution Amending the Holden Beach Fee Schedule (2025 Recycling Fee) – Town Clerk Finnell (Interim Town Manager Ferguson) (Pages 49 – 51)
18. Discussion and Possible Action on Ordinance 24-19, An Ordinance Amending Ordinance 24-11, The Revenues and Appropriations Ordinance for Fiscal Year 24-25 (Amendment No. 4, Beach and Inlet Capital Reserve Fund Transfer) – Finance Officer McRainey (Interim Town Manager Ferguson) (Pages 52 – 53)
19. Discussion and Possible Action on Proposal for Additional Areas of Concern for Stormwater from McGill Associates – Public Works Director Clemmons (Interim Town Manager Ferguson) (Pages 54 – 59)
 - a. Ordinance 24-20, An Ordinance Amending Ordinance 24-11, The Revenues and Appropriations Ordinance for Fiscal Year 24-25 (Amendment No. 5)
20. Discussion and Possible Action to Terminate the Agreement for Holden Beach Pier Design Between the Town and Bowman Murray Heminway Architects, PC – Town Attorney Sydnee Moore (Mayor Pro Tem Myers and Commissioner Thomas) (Page 60)
21. Receive Request for Qualifications for Pier and Direct Staff on Next Steps – Interim Town Manager Ferguson (Page 61, Separate Packet)
22. Discussion and Possible Action on Issuing a Request for Proposals for Executive Search Firm – Mayor Pro Tem Myers and Commissioner Thomas (Pages 62 – 74)
23. Public Comments on General Items
24. Mayor's Comments
25. Board of Commissioners' Comments
26. Adjournment

* Visit <https://www.facebook.com/holdenbeachtownhall/> to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 12:00 p.m. on December 17, 2024.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, NOVEMBER 19, 2024 – 5:00 PM.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, November 19, 2024 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers. Commissioners Rick Smith, Tracey Thomas, Page Dyer and Rick Paarfus; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Public Works Director Chris Clemmons; Inspections Director Tim Evans; Finance Officer Daniel McRaney; and Town Attorney Sydnee Moore.

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

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Commissioner Thomas to remove item 20 (Review Conceptual Proposal for a Public Private Partnership for the Pier Building with Possible Action to Issue a Request for Proposals) from the agenda; second by Commissioner Paarfus.

Commissioner Thomas said the Board had this on the agenda twice before and said it was premature based on the plan adopted in April. The last time they directed the staff to ask the LGC what is needed for a public private partnership (PPP) and the report is not back yet. The Board is expecting the Request for Qualifications (RFQ) for the pier to come back on Monday. Mayor Pro Tem Myers stated while he is in favor of exploring this option to develop the property, he doesn't think it is the right time. He explained the Board needs to stick with the plan and not go off on a tangent. He thinks this is a diversion that could delay our progress and take us off the course. He said when we reach the point that there are specific plans for the project, we can explore this as a potential option. Mayor Pro Tem Myers thinks the Board should defer this until we are ready to take this step. Commissioner Dyer disagrees, we have put a halt to every plan that we have put into motion for the last two years. This doesn't have anything to do with the pier, if anything it would increase the interest in the pier. She said if we have a PPP that develops the building at no cost to the Town, she doesn't see how that would detriment the development of the pier. She said the Board has stopped projects at Block Q, boat parking and every single project for the last two years. If we don't move forward with accommodations and amenities for this town, first of all things will start to deteriorate. She said the building is an eyesore. Commissioner Dyer stated this is a perfect opportunity to get a private person in here to get a beautiful business that will help the Town. There

are numerous examples of this in North Carolina. Commissioner Smith said this seems to be a pattern. Everything the Board planned to move forward on over the past years, with a lot of planning, hard work and public input from property owners, it now seems they do not want us to have any amenities on the island. He said you have to think that everyone pays federal taxes. They pay for the beach so everybody owns the beach. He said we need to make it so they have a place to come to enjoy, eat and have ADA compliant restrooms. Commissioner Smith doesn't see why the Board can't listen to a way to get a \$2.2 million building built on our property and remove the old building. He asked why the Town can't at least explore the option. Mayor Pro Tem Myers said he is in favor of exploring the option, it is just a timing difference. He said the property needs to be looked at all together. The motion was further discussed.

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

Motion by Mayor Pro Tem Myers that we pass the agenda as amended; second by Commissioner Thomas; approved by a 3 – 2 vote, with Mayor Pro Tem Myers and Commissioners Thomas and Paarfus voting for the motion and Commissioners Dyer and Smith voting in the negative.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Commissioner Smith to approve the minutes as written (Special Meeting of October 3, 2024 and Regular Meeting of October 15, 2025); second by Mayor Pro Tem Myers; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Jim Bauer said he would like to see progress moving forward on emergency pumping.

Lisa Ragland said she is impressed with the staff on the audit results. She said now let's spend some money improving Block Q, the pavilion area and the pier property. She supports the plan submitted by the Parks & Recreation Advisory Board for Block Q. She provided her feedback on the plan.

PRESENTATION TO DEVELOPMENT SERVICES OFFICER JANNA PIGOTT FOR ACHIEVING FLOODPLAIN MANAGEMENT CERTIFICATION

Town Manager Hewett presented Development Services Officer Pigott with her certification and provided background on her position and the designation.

PRESENTATION OF FISCAL YEAR 2023 – 2024 AUDIT RESULTS – ELSA SWENSON, MARTIN STARNES AND ASSOCIATES

Finance Officer McRainey introduced Elsa Swenson from Martin Starnes and Associates. Ms. Swenson went over the highlights. The Town received an unmodified opinion, which is a clean audit opinion. She thanked staff for their hard work. The report was submitted on time and has been approved by the Local Government Commission (LGC). There were no internal control or compliance findings. The Total Fund Balance for the General Fund was \$5.6 million. There was stabilization by state statute of \$257,000. This gives the Town an Available Fund Balance of \$5.3 million. This is an increase in Available Fund Balance of \$188,000. This increase is due to overall increases in Fund Balance and a decrease in stabilization. Available Fund Balance as a percent of expenditures for the General Fund was 145.9% for 2024. You must maintain at least 16% per the LGC. Total Fund Balance was \$5.6 million, an increase of \$8,200. Revenues continue to exceed expenditures. Revenues in the General Fund for the year were \$4.8 million, an increase of 5%. Expenditures were \$3.6 million, a decrease of less than 1%. The top three revenues for the General Fund were property taxes, permits and fees and other taxes and licenses. Property taxes were \$3.3 million, an increase of 19%. The increase is due to the revaluation year. Permits & fees were \$506,000, a decrease of 36%. This is due to the parking revenues now being reported in the BPART Fund. Other taxes and licenses were \$437,000, a decrease of 17%. This decrease is due to street assessments received in the prior year, which were not received in the current year. The top three expenditures in the General Fund were general government, public safety and transportation. Public safety expenditures were \$1.5 million, an increase of 12%. This increase was due to an increase of capital outlay in inspections and the first full year of salary increases from the pay study. General government was \$1.1 million, a decrease of 7%. Transportation was \$537,000, a decrease of 14%. This decrease is due to a larger street project that was completed in the prior year, along with the Town now reporting parking in the BPART Fund.

The quick ratio for the Water Sewer Fund was 3.14. The LGC would be concerned if it was less than one. The performance indicator was at 17.56%. The LGC would be concerned if it was less than 16%. For the operating income performance for the water and sewer, there was an operating loss of \$272,000. Adding back depreciation and excluding debt service, there was an operating income performance of -\$142,000. This is a performance indicator of concern. The Board must provide a letter to the LGC within 60 days of this audit presentation.

ANNUAL MONITORING REPORT RESULTS – FRAN WAY, APPLIED TECHNOLOGY AND MANAGEMENT

Assistant Town Manager Ferguson introduced Fran Way from Applied Technology and Management. Mr. Way explained for the monitoring they look at volume change and shoreline change. Monitoring has occurred annually for the Town since 2001. It is important for nourishment planning & FEMA eligibility. He provided information on the 2023 hurricane season; we had Idalia and Ophelia. King tides are affecting erosion, in addition to hurricane events. We are 2.5 years after the 2022 nourishment and the beach still looks really good. He showed a slide with vegetation. The dune system is in good shape. There was some equilibration. Mr. Way reviewed how they measure volume analysis and reviewed the data they collected. He provided information on the cumulative benefits of doing two large nourishments in a row. For volume change, the beach did

lose sand. That was expected. Mr. Way showed where the sand is currently located. He provided information on the mean high water line. He detailed information on his inlet shoreline slide. They are monitoring the terminal groin on Ocean Isle. They also monitor Oak Island. The beach is in much better shape now than in 2000. The beach is doing great. We have in the works another offshore borrow area that we will permit this year for one million cubic yards. Mr. Way said we will have a permit in hand in case there is another FEMA storm or if we need another nourishment in a few years. Ongoing beach management activities include the Corps' 50-Year Study, FEMA coordination, Lockwood Folly Inlet Crossing and Bend Widener, Lockwood Folly Outer Channel Dredging/Navigation, west end analysis (Ocean Isle Terminal Groin) and the permit application for the offshore borrow area.

Commissioner Paarfus asked the total amount the Town has available in all the borrow areas. Mr. Way answered that the other two borrow areas are pretty much exhausted so it will be one million cubic yards. Commissioner Paarfus asked if there is a potential for other borrow areas. Mr. Way answered yes, the Corps in their 50-Year Study shared some areas that show promise. There are some other areas that show promise that we can revisit. Commissioner Smith asked if the terminal groin in Ocean Isle has caused any damage or helped. Mr. Way answered it is working. It may actually be working a little too well. It is keeping the sand updrift. Right now, they are putting sand on the downdrift side. He explained he doesn't think the Ocean Isle groin will affect the Holden Beach shoreline.

DISCUSSION AND POSSIBLE ACTION ON THE RESULTS OF THE TOWN OF HOLDEN BEACH 2024 PAVEMENT CONDITION SURVEY, SHANE LIPPARD RIGHT ANGLE ENGINEERING

Public Works Director Clemmons provided background on the survey and introduced Shane Lippard from Right Angle Engineering who was available to answer questions. Commissioner Paarfus asked about the additional costs that may be incurred as detailed in paragraph c on page 1. He inquired what percentage should be considered for budget forecasting. Mr. Lippard answered historically they haven't run into any other improvements other than fixing the road. As they look at each section every year, they would make sure there isn't anything outside the report. If you run into something like a bad drainage issue, that would need to be addressed, but not factored into a planning document. Commissioner Paarfus asked about mobilization and demobilization costs. Mr. Lippard responded they typically have factored mobilization costs into the unit cost. He doesn't recall if they look at mobilization costs individually. For a planning document perspective, they try to average that out. He said if you want to throw a number at it, 2% might be a normal number. Commissioner Paarfus said he is asking because if that cost made a significant difference, we may try to get a few more streets in on the contract.

POLICE REPORT – WRITTEN ONLY

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Provided information on Development Services Officer Pigott's certification process. Very proud of her.
- Inspections are typical for this time of year. Reviewed numbers.

FINANCE DEPARTMENT REPORT – FINANCE OFFICER MCRAINEY

- The date on the top is a typo. The report is through the end of October.
- Ad valorem is lower because bills went out a couple days later this year than the previous year. It should catch up in next month's report.
- Parking revenue and occupancy tax continue to track a little above last year.

TOWN MANAGER'S REPORT – TOWN MANAGER HEWETT

- Greensboro Street Sewer Lift Station – there is a budget amendment on the agenda to increase the state funding for that. The engineering staff held a pre-construction meeting with the contractor and the Division of Water Resources representative earlier this month. We are waiting on the contractor's final insurance documents before we can issue the Notice to Proceed.
- Ocean Boulevard Bike Lanes – DOT is reviewing the requirements for whatever type of agreement is needed for the Town to conduct street sweeping operations. We do have a quote in hand for maintenance cleaning, but we need to see DOT's administrative requirements before we bring that forth to the Board.
- Key Bridge Agreement Items – looks like they made a good start on that walkway construction at the public access at 801 OBW. Believes they are awaiting handrails installation and the inspector needs to sign off on it. Avenue E Notice to Proceed has been issued. It is due February 1st. The contractor has mobilized.
- Tasker for Grills – met with realty companies. They were not too hot on the magnet idea. Had good dialogue and attendance. They shared that they currently provide information regarding open flame devices and shared some of the practical solutions they put in place.
- Upcoming Parks & Rec Activities – provided information on Turkey Trot, Tree Lighting and Santa Saunter and Reindeer Dash.
- Went over his worksheet on the Board's objectives. Doesn't like the format but will work on it. Commissioner Paarfus would like to see dates on the next version.

DISCUSSION AND REVIEW OF SITE PLAN FOR POTENTIAL CONCERT VENUE LOCATION

Assistant Town Manager Ferguson explained the Block Q site plan is before the Board so they can review the proposed location of the concert venue. Commissioner Paarfus encouraged the Board to look at pavilion area and Block Q collectively. He thinks it will take some work, but there is a lot of potential there. Commissioner Dyer thinks the placement of the concert venue is a good location. It backs up to a non-residential area and the open area goes towards the waterway. Commissioner Smith explained the background of the plan and said evidently there is some merit to this plan. Homeowners who own a boat need a place to park. He said the site design has been well thought out, dismissed and brought back. Commissioner Smith said the Board can at least start making plans to put the pavilion where it is on the map. He stated the Board needs to move forward. He said it could be a simple stage and cover and it could give us a place to hold other activities. Commissioner Thomas said the plan was rejected by the Board because it was not a good plan. The Board is only looking at where to place the pavilion/bandstand. The parking should

have been crossed out. She thinks it is a good start, but agreed with Commissioner Paarfus that she would like to see a comprehensive plan that includes Block Q, where the Pavilion used to be and the stuff under the bridge. Mayor Pro Tem Myers said the Parks & Recreation Advisory Board has been tasked and is hard at work looking for locations for pickleball courts. He understands that Block Q is under consideration as one of those locations.

After further discussion, the Board took no action on moving forward at this time.

DISCUSSION AND POSSIBLE ACTION ON THE SECOND DEQ OFFER TO FUND GREENSBORO STREET LIFT STATION

Assistant Town Manager Ferguson said the state sent the Town an offer to fund. A lot of the paperwork should look familiar because the Board passed it in May. We sent it into the state, everything was executed. Session law changed the administrative fee that DWR could charge. It was set at 3% of the total of the community directed grant. They decreased that amount. The original \$1.94 million has changed to \$1.97. They are telling us we need to re-do the process. The Board would need to accept the offer to fund, the resolution, the capital budget ordinance and the capital project ordinance.

Motion by Commissioner Thomas to do what Assistant Town Manager Ferguson said (the offer to fund, the resolution, the capital budget ordinance and the capital project ordinance) and to allow Town Manager Hewett to execute the documents; second by Commissioner Smith; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE 24-18, AN ORDINANCE AMENDING ORDINANCE 24-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 24 – 25 (AMENDMENT NO. 3, 796 OCEAN BOULEVARD WEST)

Finance Officer McRainey explained that the Board wanted to use the revenue from 796 Ocean Boulevard West to pay off the associated debt. This amendment gives us the ability to do so. The remaining proceeds will go to Fund Balance.

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

DISCUSSION AND POSSIBLE ACTION ON PROPOSAL RECEIVED FOR ADA SELF-EVALUATION AND TRANSITION PLAN REQUEST FOR PROPOSALS AND ALTERNATIVE OPTION

Inspections Director Evans explained it was one of the Board's goals to do a self-assessment. We put it out to have the assessment done by an outside entity. One of these entities would probably make us go through a process that is designed for much larger municipalities and probably wouldn't be well equipped for the Town. The expense of it is extremely high. He requested that the Board allow staff in the Planning & Inspections Department to do the Title II Assessment. He thinks they are more than capable of doing it. There are plenty of guidelines to follow. He explained most of the assessments are made up of three basic requirements. They include communications and preparations, following the guidelines of building regulations and other areas. Inspections

Director Evans recommended that the Board allow staff to do the assessment. We probably have enough funds if we need to do any outside research. Staff can reach out to the Department of Justice. They have a ton of information for small towns and programs to follow to do ADA assessments.

Commissioner Paarfus stated he is receptive to the idea. He would like the staff to put a plan together. He was interested in making sure the Town is in compliance with state and federal regulations. Compliance of Town-owned structures was discussed. Commissioner Paarfus would like to see a plan so that the Board will know what they are getting back. He used the example of if staff looks at something built in 1995, we are not trying to put 2010 requirements on it, unless there is a program access issue. Inspections Director Evans said that portion of the assessment is only eight or nine of the criteria of the first part of the assessment. The Town is required to do a Title II Assessment, it is just the level of the assessment based on the size of the Town. He said a lot of what is being discussed, the Town has already started and is already doing. There are other parts that are required. Staff will be writing up a plan that will include recommendations for the Board. Commissioner Paarfus asked for an outline of what the Planning & Inspections Department is going to do. Mayor Pro Tem Myers asked if the Town is at risk of having to repeat ADA arbitration. Inspections Director Evans replied if the Town does not complete a Title II Assessment, he thinks the Town is setting itself up for another round. He would much rather do an assessment and be ready. He added he doesn't think we are in danger unless we don't follow onto the things that were remediated and on the work that was already being done before we got to that point (construction and ability for people to get to the amenities). He thinks where the Town is lacking is the other criteria like communications. Commissioner Thomas would like to know what you are legally required to do as a small town. Inspections Director Evans explained the staff will look at the Department of Justice's Title II small town assessment. Commissioner Smith said Inspections Director Evans knows how important it is to do this assessment. Once the assessment is done, the responsibility falls on the Board to make sure there are funds available to make the improvements that need to be made. Inspections Director Evans explained part of the assessment is creating a transition plan for items identified.

Motion by Commissioner Dyer to allow our staff to do the ADA assessment; second by Commissioner Smith.

Commissioner Paarfus asked Inspections Director Evans to bring an outline to the Board. Inspections Director Evans responded he will bring an outline of what it is and an outline of how long it will take. Commissioner Paarfus asked if he has the resources to do it in house or sufficient funds if they need to go outside. Inspections Director Evans agreed he did.

The motion passed by unanimous vote.

PUBLIC COMMENTS ON GENERAL ITEMS

Jim Bauer said the pier buildings are an obvious tear down. If they are torn down, they can be made into parking spots. He would love to come up with a plan to allow for public assistance for emergency pumping. Mr. Bauer said the bike lanes are causing erosion. He suggested the Town

take a look. He said not to pave Block Q, gravel can be used. Mr. Bauer suggested using a 40' trailer as a concert venue until a permanent solution is decided.

Sylvia Pate said kudos to staff and everyone involved for getting a good audit report. She knows we are now down three officers and the detective position and doesn't know the reason the Town can't recruit officers. She asked the Board to work with the chief to find a strategy to recruit. Ms. Pate is happy to see the Greensboro lift station moving. She was disappointed that a decision was not made to move the stage to Block Q. She said she was upset that the Town has three commissioners that wouldn't allow their two colleagues to discuss an item on the agenda. She encouraged the Board to look at options for a PPP.

Martie Arrowood said the pier house is one of the oldest buildings on the island. A PPP provides an opportunity to be able to fundraise and get the pier house rebuilt. She said great job to the Finance Department. It is proof that the Town's finances are on sound footing. She said it is time the Board took ownership of their own decisions and stop blaming it on the Board in the past.

Rick McInturf spoke on behalf of and provided information on the HB Community Alliance. He detailed information on activities they sponsored. Their primary focus remains on the repair and rebuilding of the pier. They wanted to remind the Board that the alliance still exists and is ready to assist the Town in any way possible.

Lisa Ragland agreed the Town needs to work together to put a plan in place to recruit police officers. She said it appears there are three commissioners that don't even want the public to hear the other two commissioners' plan regarding the pier building. She said they need to start listening to the public. Ms. Ragland said she has a connection to the company who does the A/V for Sunset Beach. She agreed the staff is capable of doing the ADA assessment. She suggested getting Town emails for the commissioners.

Keith Smith provided his feedback on the pier and the need to make progress. He said it has been a year and nobody is rebuilding anything. He said you vote, get elected and do what you want to; the problem is it is not looking good. He said he doesn't want the public to see what is occurring, we should be talking about moving forward. He thinks the Town can do better.

Maria Surprise explained she is disappointed in the Board and this didn't need to happen tonight. She said we have a great town and we want to work together for the betterment of it. She gave kudos to Mayor Holden. Their dunes are looking great thanks to his recommendation of putting 10/10/10 fertilizer out in the fall and spring. If you are not doing it. Now is the perfect time.

MAYOR'S COMMENTS

- Spent the last couple of days with NCBIWA, reviewing activities along the coast, terminal groins and jetties. A lot of information was exchanged. Mayor Pro Tem Myers was there. Thinks it should be noted that each one of these meetings we go to, he can't remember the last time there was a professional or individual speaking against jetties or groins. Went over local examples that were successful. The Town had a permit to put one in and the Board at the time

decided to do away with the permits and the \$750,000 investment went down the drain. The mood has changed on our coastline as new information comes in. Asked those opposed to look at the last research and data. Thinks they continue to prove themselves. Professionals attending these meetings are much more supportive of these types of erosion control measures.

- Town is in pretty good shape. We talk about finances and staff doing a great job. The phone is not ringing as much about the small things. The big thing is the lack of uniformity and moving forward as a whole. The divisiveness we continue to have is crippling the Town. We need to find something to move forward on. He doesn't know of anything we have moved forward on in 12 months, any new project we have undertaken or an old project we have completed that wasn't already pretty much done before the year started. Begged everyone involved to try to work together. Give thanks because it is Thanksgiving. For those of us who have been west and seen all the devastation there, it makes us even more thankful. The important thing about that is, those of us that live along the coast welcome the help the western part of the state sends to us whenever we have an emergency. It was our turn to give back. We need to remember our neighbors and be proud of what we have. We are all in this state together and this country. It is the time for us to work together better to solve our problems collectively. If every side gives a little bit maybe we can get closer to the middle and get something done.
- Wished everyone a happy Thanksgiving. Santa Claus will be peeping around the corner real quick. Enjoy the holidays and appreciate what you have.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Myers

- Very excited that we will get responses for the pier RFQ for professional engineering services on Monday. Very anxious to get that engineer on board to help us make decisions. It is a big milestone to get the RFQ and get responses. With regards to the PPP, as he said he is in favor of exploring the option. Thinks it is something we need to look it. Wanted to defer it, instead of putting it on the agenda and voting it down, which is where he thinks it would have ended up. This way it is still in play. We need to get the engineer on board and look at the pier. We need to see how to serve the pier first because if you put up a new building between the parking lot and the pier, it will just make the cost of building the pier that much more expensive. There is some logic behind this, maybe it is not well communicated. We can focus on the pier, then focus on the building and figure out the best way to go forward once we know what we want to do.
- Audit – it is great, fantastic results. Very glad to hear them. Was very vocal last year. His opposition was to the budget. The budget was the financial plan for the year. That budget that the commissioners voted on as a plan would have spent \$3.4 million more than what we would have brought in for revenue. We would have spent down fund balances and we would have borrowed another \$1 million. Still thinks it was a fiscally or financially irresponsible budget and is glad we didn't follow it. That is why the results of the audit are so good.
- Thanks for coming. Hopes everyone has a happy Thanksgiving.

Commissioner Smith

- The reason he wanted to be a commissioner was so he could report what the people wanted him to report. Wanted to be an individual that had his own ideas. When he has the general public come to him and ask what we are doing, it is great we are going to get information back from the engineers for the pier. He doesn't understand why in the world we can't at least communicate. We didn't have to take any action. You won't even let us talk about it. That is the part that really upset him.
- The staff does a great job. Staff keeps things going. We have a balanced budget. It was just as good as it was the year before. We still have a surplus.
- Thanked the Police Department for all their hard work for the Festival by the Sea. That was well attended.
- The Christmas lights are up. It is good to see them up again, bringing us into the holiday season. Looks forward to the tree lighting celebration and all the activities that go along with that.
- Congratulated Development Services Officer Pigott for achieving Floodplain Management Certification.
- As we move to the end of the year, several things come to mind. Reflecting on what everybody seems to be able to see, there is some division. The division started before most of these candidates were even elected. They were having meetings and pretty much decided what they wanted to do. Was really hoping that they would not come true, yet all the projects we have been working on for years stopped, the pier, Block Q. They did have a plan and did go forward with it. They told us the reason they were running was because the Town was broke and the funds were being used unwisely yet after 15 budget meetings, everything seems to be okay. We have a balanced budget. It is puzzling why there was so much misinformation before this started. Sad to see the projects the Town was working on stopped for money or it just wasn't their idea. Hopefully we can move forward. Seems like they don't want to have amenities on the island and have any reason for anyone to come and enjoy Holden Beach. Federal tax dollars pay for that beach. It is everybody's beach, whether they are from Holden Beach or Colorado. We need to make sure the people who live here who have kids and grandkids and the people that come to visit have a nice place to go. It was not a bad idea to talk about a new pier building and the possibilities of getting one at really no cost to the Town. There is no need to stop it before we can even discuss it openly. There are a lot of people who don't even know that is a possibility. Seems to be there is a small group that doesn't share the same ideas. It seems like we are getting a few people that do not represent the big group of people. Wants to work with his fellow commissioners to move forward. Glad we are getting the RFQ on Monday. Hope we can get some things moving. We really need to make Holden Beach great again.
- Happy Thanksgiving.

Commissioner Thomas

- Reminded people that we have already had the PPP on the agenda two times from Commissioners Smith and Dyer. We have listened to them two times and we have rejected their ideas so to bring it back a third time just seemed like a waste of everyone's time.
- For the budget, the only reason that there was a huge excess was because we didn't allow them to follow the budget that would have taken \$1 million from savings from the General

Fund, \$1 million from BPART to do a \$2 million pier project and to do \$450,000 paving of Block Q. Those things are why people voted us in so that we could stop the insanity. What we are doing is what's on our objectives list. The ADA compliance project is almost done; self-assessment, talked about that tonight, that it is going to be done; sewer station #2, that is moving forward very well, we got a bunch of money for it; stormwater study implementation, we are moving forward on implementing some of those things; ADA bathrooms in Block Q are also moving forward; plans for the new fire station, we talked about that, that is moving forward. Could go down the list, but we are doing what is on our objectives list that all the Board voted on and we are making things happen. We just aren't doing it irresponsibly with the money of the taxpayers. That's what we were voted in to do because that was the platform we ran on.

Commissioner Dyer

- Wanted to clarify, did ask for the RFP about PPP about 10 months ago and was told she didn't have enough information on what the plan involved. The reason she brought it back was because she has more information on what is involved with the PPP. The RFQ we are waiting on for Monday is for the pier specifically. What we are looking at with the PPP was the pier house. The advantages of a PPP are numerous, most of all taking a project that a government has that is seemingly impossible and slow moving, by involving a private entity it would make that timeline faster and get something done. When the Town initially purchased the pier property, it wasn't our intention to run the pier building. We were going to lease out whatever business went in there. The big dilemma was do we remodel it or tear it down to build another one. Both of those would cost a lot of money. Accepting the PPP proposal to construct a new pier building would eliminate the need for the Town to demolish, renovate, repair, rebuild or operate a business in the pier building. It would remove the Town's position as a competitor against other local businesses and save the taxpayers money. That would be the goal, saving money. If an oceanfront building with the approximate valuation of \$3 million was constructed on the pier property site, it would cost the Town nothing, without incurring additional debt. She asked what we have to lose. We could receive multiple proposals and have the opportunity to ensure that what is built on the site is in the best interest of the property owners. How much money would it save us if the entity that comes in for the pier building chooses to put in showers, an ADA compliant bathroom and an ADA compliant ramp to the pier. It will generate more money at our campground. The campground is what is paying the debt service for the pier property. Doesn't see how it would hurt us to direct the staff to put out a RFP to see if we get any proposals. We may even get a proposal for a PPP of the pier. The pier has been revisited as far as the agenda. Just wants the public to understand what a PPP is. New Hanover has three projects going on right now. They are talking about using a PPP for the bridge. Avalon Pier just signed a 21-year lease with their private entity to keep that going. That pier is in worse shape than ours. Oregon Inlet at the marina there has been a successful PPP for years. The state is encouraging everyone who has parks and recreation to enter into a PPP. It saves the taxpayers millions of dollars to have a private entity take care of these properties that are owned by the state.

Commissioner Paarfus

- Not so long ago we approved the pier plan, which talks about PPP and we talked about how we were approaching the pier and that is what we are doing. Then out of left field there are some people who want to make money on this possibly and jump in and do this. We are following the plan. Understands everyone wants stuff done overnight, but it is not going to happen overnight. With regard to other projects that were stopped, Block Q for instance, thinks we can do better. Before he was elected, he came to the Board and questioned whether or not we could do something with pervious parking and not give up 8,000 square feet of the property to drainage features. Asked if we could get together and speak with the architect, well they didn't want to do that. The pier plan or lack thereof needed to be developed because we need to understand what we are getting into. We need to have some idea of what it is going to cost. We don't have those things. You just heard a presentation about how great a PPP is, but they are not always great. They are very complicated. If you look at what is required for a PPP, it is included in the pier plan, it is complicated. It is not all roses. We need to figure out what we are even going to do with the pier. If you revisit the plan, you will see that the pier was established as the first thing to deal with because of its condition and then we would look at what we want to have on the property. What he is also hearing is that there is a foregone conclusion that we will have a pier house and all this other kind of stuff. Would like to see something there, but it has not been determined. Notably, we always hear from the same five or ten people complaining, and you are allowed. Talked to a lot of people too and not everybody is on board with what they are looking at. Knows everyone wants something there tomorrow, but he laid out a plan, it seemed to be reasonable when we laid it out. There were some in the room that thought it was alright. Now you want to jump right back into we want a pier house today. Not in favor of doing that. This needs to be done properly.
- Happy Thanksgiving.

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(6), PERSONNEL

Motion by Commissioner Paarfus to go into closed session at 7:18 p.m.; second by Commissioner Thomas.

Town Clerk Finnell read the reason for entering closed session.

The motion passed unanimously.

OPEN SESSION

The Board went into Open Session at 7:35 p.m.

Motion by Commissioner Paarfus to terminate Town Manager David Hewett's contract effective December 4, 2024 in accordance with Section 11a of the agreement for employment as town manager/ finance director dated March 31, 2017 and amendments thereto. The town manager is to return all town property to Town Hall and remove his personal belongings from Town Hall by close of business November 20, 2024. The town manager shall be placed on administrative leave

starting November 21, 2024 through December 4, 2024. The town attorney is directed to work with the town human resources officer to complete the separation before December 31, 2024. Commissioners Thomas and Myers are to form a subcommittee to start the process of finding a new town manager; second by Mayor Pro Tem Myers.

Mayor Holden asked for discussion. Commissioner Thomas said they just said there would be no discussion. Mayor Holden asked the record to reflect that he was informed that there was not to be any discussion.

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

ADJOURNMENT

Motion to adjourn by Commissioner Thomas at 7:37 p.m.; second by Commissioner Paarfus; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/17/24

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 12/6/24

ISSUE/ACTION REQUESTED: Consideration and possible action on the termination of the Coastal Storm Risk Management General Reevaluation USACE study.

BACKGROUND/PURPOSE OF REQUEST: Data produced through Beach-fx and G2CRM modeling conducted by the Corps reveals that a CSRM project is not in the national interest at this time. The Corps will go through its rationale and give the BOC a chance to decide if they want to continue the study effort.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> No additional funding
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 report and consider termination of study.



Date: December 6, 2024

To: Mayor Holden and Board of Commissioners

From: Christy Ferguson, Interim Town Manager

Re: CSRM Study -United States Army Corps of Engineers

The Town of Holden Beach executed an agreement with the Corps to engage in a Coastal Storm Risk Management (CSRM) study in August of 2021. The Corps has been working through various tasks and alternatives since that time to establish if a beach project is in the national interest. As part of all CSRM studies, the agency is also mandated to consider back bay flooding. Modeling analysis reveals neither project fits the economic model to be in the national interest. The Corps will present this information, and the BOC will need to provide direction on terminating the study effort that is scheduled to conclude in July of 2026. Presentation slides from the agency are included as an attachment.

Attachment 1: Presentation Slides

HOLDEN BEACH BOARD OF COMMISSIONERS' MEETING

Brunswick County Beaches, Holden Beach,
Coastal Storm Risk Management, General
Reevaluation

17 December 2024

Town Hall
110 Rothschild St
Holden Beach, NC 28462



U.S. ARMY



US Army Corps
of Engineers

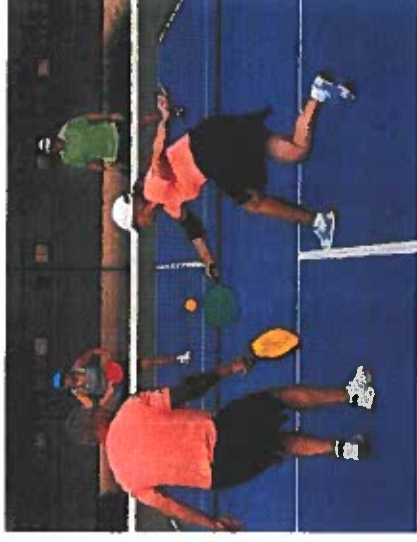




AGENDA



- Introductions
- Study Overview
- Results of Analysis
- Remaining Items
- Conclusions and Recommendations
- Discussion





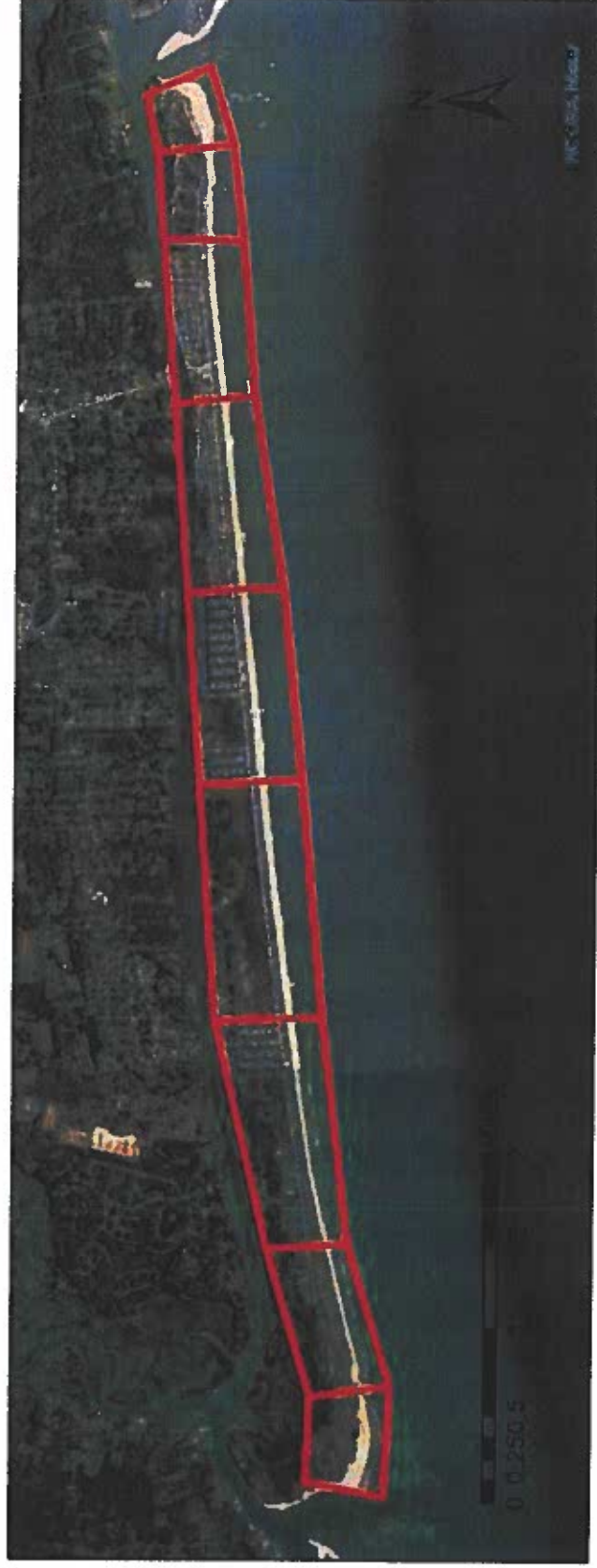
USACE FEDERAL METHODOLOGY

- 50 year period of Analysis – evaluating future with and without a project
- Used mandated USACE methods and tools (i. e. Beach Fx and G2CRM).
- Benefits determined by damages prevented (\$) to land loss and Infrastructure (houses, commercial properties, roads, other buildings, etc.)
- Cost estimates were developed for study alternatives (beach nourishment, terminal groin, etc..)
- Net Benefits (Benefits minus Costs) and Benefit-Cost Ratios (BCRs) were calculated.
- Recreation benefits were estimated but are considered incidental per USACE policy.
- Federal Interest requires $BENEFITS > COST$



BEACH-FX

- Captures impacts from water inundation coming from ocean over dunes, wave impacts and erosion.
- Compares damages from Future without Project to Future with project scenarios to calculate benefits
- Evaluates dune/berm templates, borrow area location (cost), and non-structural alternatives.

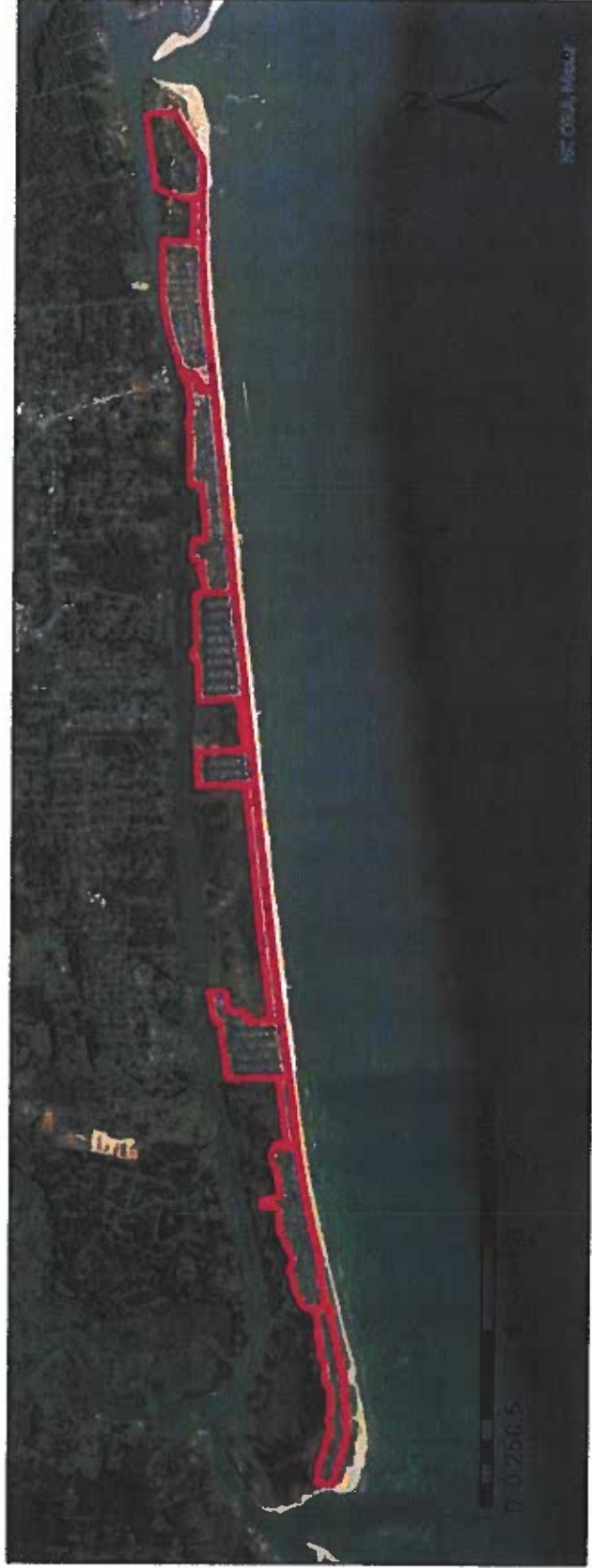




G2CRM

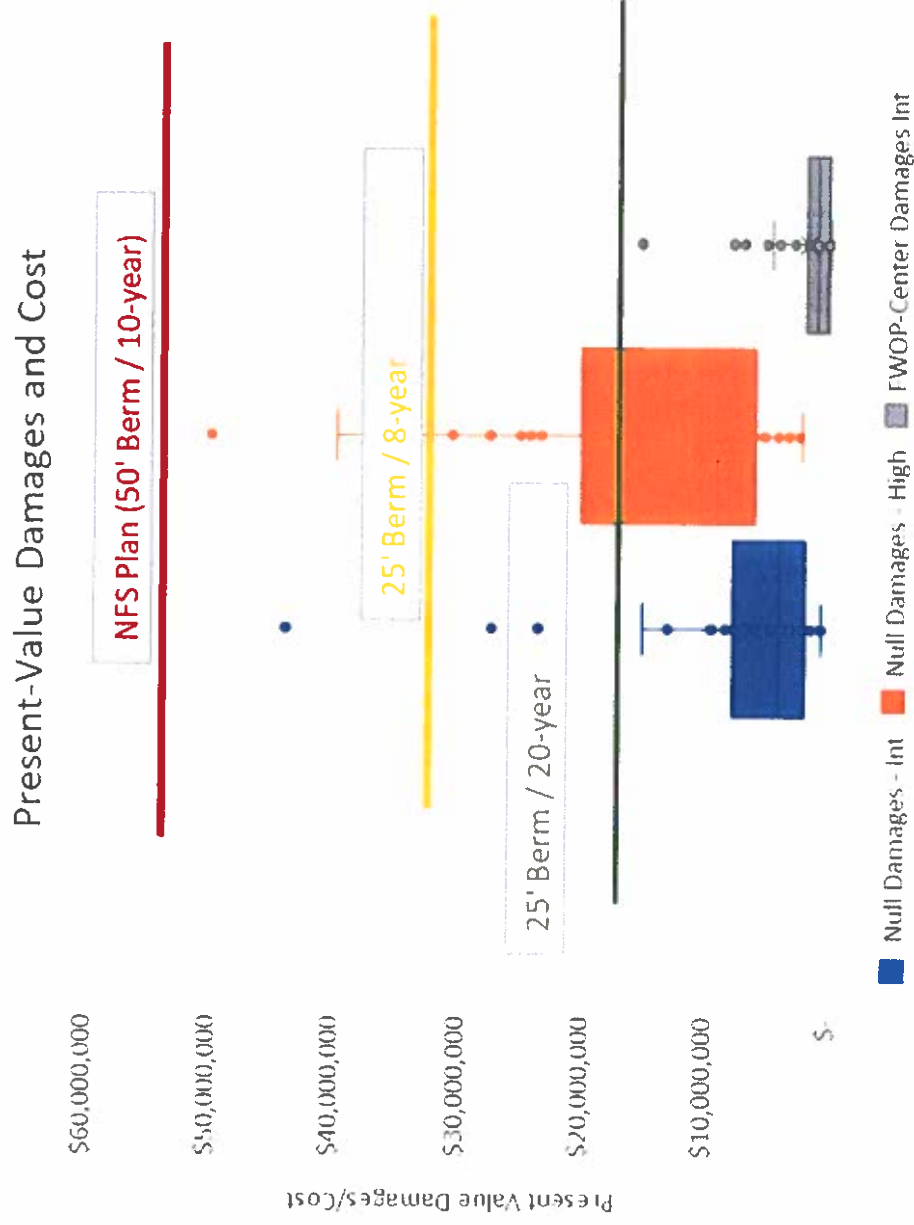


- Model areas were developed based on low ground on the back side of the island
- Volume-stage curves for inundation have been loaded





Town Project vs. USACE Alternatives



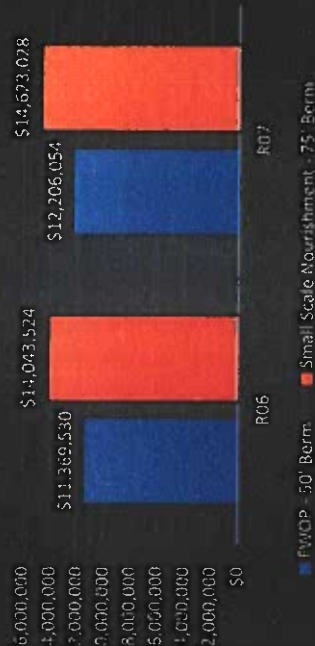
Damages box and whisker plot does not include Land Loss, which is only applicable to the "Null" runs and is approximately \$78M PV.



Damages



Cost



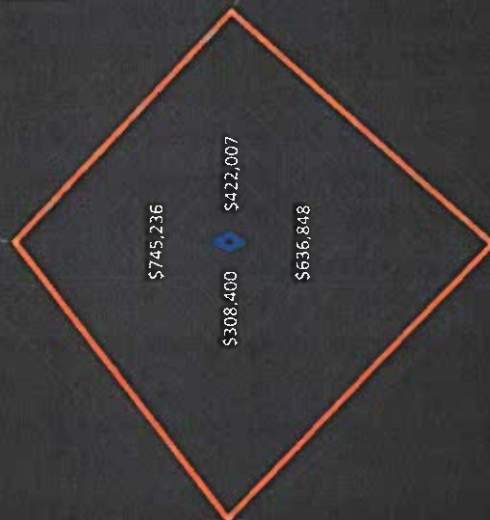
Volume



Damages Vs. Cost

DAMAGES COST
FWOP - 50' Berm (R06)

\$11,369,530



Small Scale Nourishment vs. FWOP	
Damages Prevented	\$221,996
Additional Cost	\$5,090,967
Additional Volume	339,398 cu yd
Add Benefits - Add Cost	(\$4,868,971)
Benefit Cost Ratio	



* All \$ values presented are in Present Value terms



NONSTRUCTURAL DAMAGE REDUCTION



Scenario	Total Damage	Damage Reduced	Structures Mitigated	Damage reduction per structure
FWOP / No Action	\$ 174,066,596	\$ -	0	\$ -
Elevations	\$ 172,225,176	\$ 1,841,420	23	\$ 80,062
Dry FP	\$ 173,212,963	\$ 853,633	19	\$ 44,928
Wet FP	\$ 173,542,529	\$ 524,067	19	\$ 27,582
Full Removal	\$ 168,712,916	\$ 5,353,680	42	\$ 127,469

About 3% of total damages are eligible to be analyzed via non-structural, and of those eligible, mitigation would only result in a total damage reduction of 1.5% or about \$2.5 million.



REMAINING ITEMS

Planning:

- Summary of Analysis

Geotech:

- Vibracore data for proposed borrow areas
- Geophysical data for proposed borrow areas
- Hydrographic survey data for proposed borrow areas
- Geotech appendix

Coastal:

- Plan form erosion rates
- SBEACH files
- Beach-*fx* input files
- G2CRM input files
- CMS files
- Coastal Appendix

Economics:

- Beach-*fx* Future Without Project Condition Analysis
- Beach-*fx* Limited Future With Project Analysis
- G2CRM Future Without Project Condition analysis
- Sensitivity Analysis for Future With Project Analysis
- Economic Appendix

Cultural:

- Cultural resources / Archeological Report for Proposed Borrow Areas – Final Products from contractor are expected by June 2025

Project Management:

- Accounting Summary



CONCLUSION AND RECOMMENDATION



Conclusion:

- This analysis has not identified a supportable Coastal Storm Risk Management project. The recommendation for this study is the “no action” alternative.
- The Corps will finalize study products that are in progress and share all data with the Town of Holden Beach.

Recommendation:

- The town should continue its local Coastal Storm Risk Management program.



Holden Beach Police Department

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

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



Calls For Service (November '24)

Printed on December 6, 2024

Descriptions	Totals	
911 Hang Up (911HU)	2	2
Administrative Call	2	2
Alarm (SIG45 Signal 45)	13	13
Alarm (SIG45 Signal 45); Open Door	1	1
Animal Control Call	13	13
Animal Control Call; Noise Complaint	1	1
Armed with Gun Knife or Other Weapon (10-84 x84)	1	1
Attempt to Locate (ATL)	1	1
Breathing Problems [Delta]	1	1
Call By Phone (10-21Law x21L)	25	25
Careless & Reckless (C&R); Traffic Accident (Property Damage Only 10-50PD x50PD)	1	1
Chase or Pursuit (10-43 x43); Stopping Vehicle (10-61 x61); Assist Other Agency (EMS)	1	1
Convulsions or Seizures [Delta]	1	1
Debris in Roadway	2	2
Disabled Motorist (10-87 x87)	1	1
Disturbance or Disorderly Subject	1	1
Domestic Disturbance (10-82 x82)	2	2
Falls [Alpha]	2	2
Falls [Bravo]	1	1
Fight in Progress (10-40 x40)	1	1

Descriptions	Totals	
Fireworks	1	1
Fuel Spill into Coastal Water [Delta]	1	1
Improperly Parked Vehicle (10-70 x70)	19	19
Improperly Parked Vehicle (10-70 x70); Trespassers	1	1
Information or Message Delivery (10-14 x14)	1	1
Keys In Vehicle or Lockout	1	1
Lost or Found Property	4	4
Meet with Complainant (10-83 x83)	13	13
Meet with Subject or Officer (10-25 x25)	30	30
Missing or Abandoned Person; Assist Other Agency (Fire)	1	1
Open Door	2	2
Poisoning [Omega]	1	1
Sick Person [Charlie]	1	1
Single Residential Fire Alarm [Bravo]	2	2
Special Check - Business - Residence (10-79 x79)	374	374
Special Operations Assignment (Signal 55 SIG55)	1	1
Stopping Vehicle (10-61 x61)	8	8
Suspicious Vehicle or Subject (10-60 x60)	3	3
Suspicious Vehicle or Subject (10-60 x60); Call By Phone (10-21Law x21L)	1	1
Suspicious Vehicle or Subject (10-60 x60); Welfare Check	1	1
Take Written Report (10-92 x92)	3	3
Traumatic Injuries [Alpha]	1	1
Trespassers	3	3

Descriptions	Totals	
Water or Sewer Problems	4	4
Welfare Check	4	4
	2	2
Totals	556	556



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HBPD Monthly Report (November '24)

Printed on December 6, 2024

Reported	Case Number	Address	Offenses	Disposition
11/26/24 11:12	HBPD24-00108	228 OCEAN BLVD E	14-72(A) - MISDEMEANOR LARCENY	Closed - Leads Exhausted
Total Records: 1				



Holden Beach Police Department

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info@holdenbeachnc.com



Ordinance Violations (November '24)

Printed on December 6, 2024

Date	Defendant	Citation/Warning	Ordinance
11/05/24	SPIVEY, MATTHEW	Warning-Compliant	Parking - Roadway/Travel Lane
11/07/24	INC, R	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
11/07/24	BOGUE, FRANK JR	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
11/09/24	READ, RYAN	Citation	Parking - Non-LSV in LSV Only Area
11/12/24	VARNUM, TRACY	Warning-Compliant	Parking - No Parking Zones (All Other)
11/18/24	MUNN, TODD	Citation	Parking - Roadway/Travel Lane
11/23/24	GARCIA-CATARINA, VICENTE	Warning-Compliant	Parking - Roadway/Travel Lane
11/25/24	HOLMES, ANNA	Citation	Parking - Non-LSV in LSV Only Area
11/27/24	GAUSE, GARRISON	Warning-Compliant	Parking - Roadway/Travel Lane

Total Records: 9

Permit Report

11/07/2024 - 12/06/2024

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
12/5/2024	241073	Repair	26,000	\$309.00	\$309.00
12/5/2024	241072	Zoning	25	\$25.00	\$25.00
12/5/2024	241071	Zoning	25	\$25.00	\$25.00
12/5/2024	241070	Repair	45,000	\$430.00	\$430.00
12/5/2024	241069	Mechanical	9,349	\$100.00	\$100.00
12/5/2024	241068	Repair	19,000	\$196.00	\$196.00
12/5/2024	241067	Mechanical	8,550	\$100.00	\$100.00
12/5/2024	241066	Mechanical	7,580	\$100.00	\$100.00
12/5/2024	241065	Bulkhead	51,000	\$484.00	\$484.00
12/4/2024	241064	Repair	13,500	\$268.00	\$268.00
12/3/2024	241063	Repair	55,000	\$620.00	\$620.00
12/3/2024	241062	Swimming Pool	75,000	\$950.00	\$950.00
12/2/2024	241061	Electrical	2,000	\$175.00	\$175.00
12/2/2024	241060	Mechanical	13,584	\$200.00	\$200.00
12/2/2024	241059	Repair	10,000	\$225.00	\$225.00
12/2/2024	241058	Mechanical	23,695	\$200.00	\$200.00
12/2/2024	241057	Electrical	4,000	\$175.00	\$175.00
11/27/2024	241056	Zoning	50	\$50.00	\$50.00
11/27/2024	241055	Single Family Construction	650,000	\$9,233.20	\$9,233.20
11/26/2024	241054	No Permit Required	24,000		
11/26/2024	241053	No Permit Required	30,000		
11/26/2024	241052	No Permit Required	25,000		
11/26/2024	241051	Repair	5,000	\$125.00	\$125.00
11/26/2024	241050	Zoning	25	\$25.00	\$25.00
11/26/2024	241049	Zoning	25	\$25.00	\$25.00
11/26/2024	241048	Renovation	100,000	\$1,335.00	\$1,335.00
11/25/2024	241047	Demolition	13,800	\$350.00	\$350.00
11/25/2024	241046	Repair	60,000	\$965.00	\$965.00
11/25/2024	241045	Mechanical	9,975	\$100.00	\$100.00
11/25/2024	241044	Single Family Construction	657,000	\$9,498.05	\$9,498.05
11/25/2024	241043	Single Family Construction	783,000	\$10,813.23	\$10,813.23
11/22/2024	241042	Renovation	2,500	\$125.00	\$125.00
11/21/2024	241041	Electrical	1,800	\$175.00	\$175.00
11/21/2024	241040	Electrical	3,000	\$175.00	\$175.00
11/21/2024	241039	Fence	50	\$50.00	\$50.00
11/21/2024	241038	Repair	4,000	\$125.00	\$125.00

11/21/2024	241037	Mechanical	13,550	\$200.00	\$200.00
11/20/2024	241036	Repair	4,000		
11/20/2024	241035	Repair	7,965	\$175.00	\$175.00
11/20/2024	241034	Electrical	2,700	\$100.00	\$100.00
11/20/2024	241033	Mechanical	6,820	\$200.00	\$200.00
11/20/2024	241032	Zoning	25	\$25.00	\$25.00
11/20/2024	241031	Electrical	1,800	\$175.00	\$175.00
11/20/2024	241030	Zoning	25	\$25.00	\$25.00
11/19/2024	241029	Plumbing	4,800	\$100.00	\$100.00
11/19/2024	241028	Electrical	1,500	\$100.00	\$100.00
11/19/2024	241027	Renovation	110,000	\$1,575.00	\$1,575.00
11/19/2024	241026	Cargo Lift	35,830	\$275.00	\$275.00
11/19/2024	241025	Repair	25,000	\$450.00	\$450.00
11/19/2024	241024	Swimming Pool	48,500	\$661.50	\$661.50
11/19/2024	241023	Mechanical	12,710	\$100.00	\$100.00
11/18/2024	241022	Mechanical	7,500	\$100.00	
11/15/2024	241021	Electrical	925	\$175.00	\$175.00
11/16/2024	241020	Electrical	3,000	\$175.00	\$175.00
11/15/2024	241019	Electrical	3,000	\$175.00	\$175.00
11/15/2024	241018	Electrical	3,000	\$175.00	\$175.00
11/15/2024	241017	Electrical	1,700	\$175.00	\$175.00
11/15/2024	241016	Mechanical	18,240	\$100.00	\$100.00
11/15/2024	241015	Repair	3,500	\$125.00	\$125.00
11/14/2024	241014	Electrical	2,000	\$175.00	\$175.00
11/14/2024	241013	Zoning	50	\$50.00	\$50.00
11/14/2024	241012	Mechanical	8,230	\$100.00	\$100.00
11/14/2024	241011	Mechanical	5,595	\$100.00	\$100.00
11/14/2024	241010	Mechanical	14,000	\$200.00	\$200.00
11/14/2024	241009	Mechanical	15,900	\$200.00	\$200.00
11/14/2024	241008	Mechanical	8,400	\$100.00	\$100.00
11/14/2024	241007	Repair	90,000	\$935.00	\$935.00
11/13/2024	241006	Electrical	2,000	\$175.00	\$175.00
11/13/2024	241005	Walkway	10,000	\$125.00	\$125.00
11/13/2024	241004	Repair	7,500	\$125.00	\$125.00
11/13/2024	241003	Renovation	45,000	\$1,040.00	\$1,040.00
11/12/2024	241002	New Construction	258,000	\$18,722.00	\$18,722.00
11/12/2024	241001	House Moving	303,710	\$1,500.00	\$1,500.00
11/12/2024	241000	Walkway	10,000	\$125.00	\$125.00
11/12/2024	240999	No Permit Required	23,500		
11/12/2024	240998	New Construction	19,200	\$297.80	\$297.80
11/8/2024	240997	Electrical	3,000	\$100.00	\$100.00
11/8/2024	240996	Electrical	1,000	\$175.00	
11/8/2024	240995	Electrical	1,800	\$175.00	\$175.00

11/7/2024	240994	No Permit Required	2,000		
11/7/2024	240993	Repair	20,000	\$205.00	\$205.00
11/7/2024	240992	No Permit Required	14,000		
11/7/2024	240991	Renovation	30,000	\$420.00	\$420.00
11/7/2024	240990	No Permit Required	3,000		
11/7/2024	240989	Repair	55,903	\$528.13	\$528.13
11/7/2024	240988	Zoning	25	\$25.00	\$25.00
11/7/2024	240987	Repair	12,000	\$993.00	\$993.00
11/7/2024	240986	Zoning	0	\$25.00	\$25.00
11/7/2024	240985	Electrical	2,100	\$175.00	\$175.00
			\$4,016,536.00	\$69,903.91	\$69,628.91

PERMIT SUMMARY REPORT

COMMERCIAL

Count 4
 Total Fees \$550
 Fees Paid \$550
 Total Project Cost \$9,025

RESIDENTIAL

Count 85
 Total Fees \$69,353.91
 Fees Paid \$69,078.91
 Total Project Cost \$4,007,511

TOTAL

Count 89
 Total Fees \$69,903.91
 Fees Paid \$69,628.91
 Total Project Cost \$4,016,536

ACTIVE NEW HOME PERMITS = 29

OTHER ACTIVE PERMITS= 445

PERMITS ISSUED OVER \$30,000 = 47 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 = 5 (AMOUNT INCLUDED IN ACTIVE TOTAL)

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

PERMITS ISSUED WAITING PICK UP = 20

TOTAL PERMITS= 494

PERMITS IN REVIEW= 4

CAMA ISSUED= 3

ZONING ISSUED =19

PERMITS SERVICED FOR INSPECTIONS FROM 11/7-12/6=112

TOTAL INSPECTIONS MADE= 219

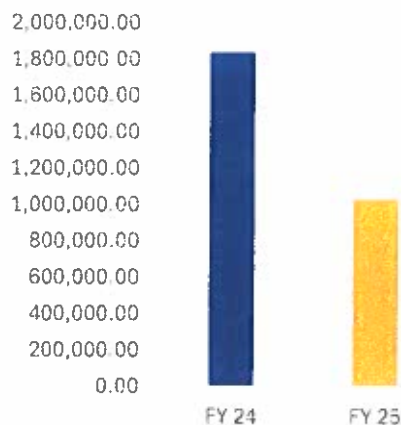
Finance Report

July 1, 2023 - November 30, 2023 vs. July 1, 2024 - November 30, 2024

Revenues to Watch

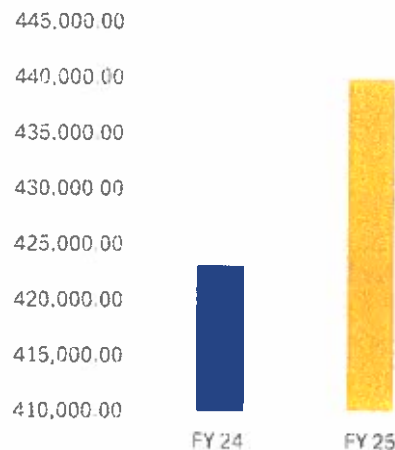
AD VALOREM TAX

FY 24	1,839,858.88
FY 25	1,030,108.84



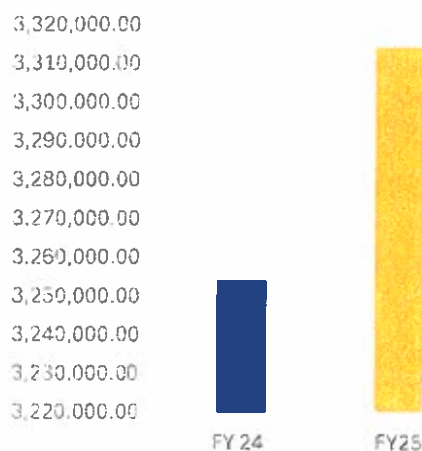
PARKING REVENUE

FY 24	423,056.78
FY 25	439,956.33



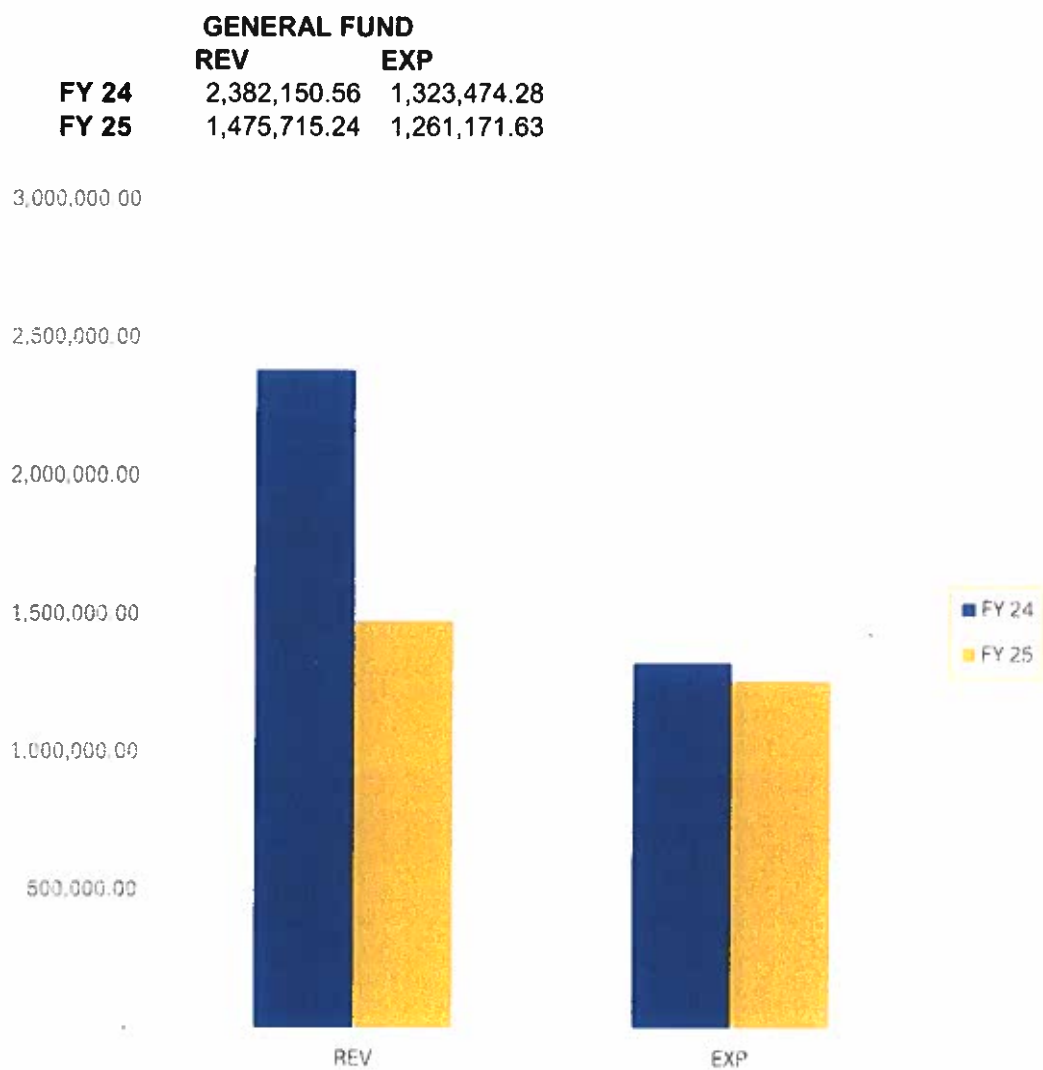
OCCUPANCY TAX

FY 24	3,254,203.20
FY25	3,314,590.36



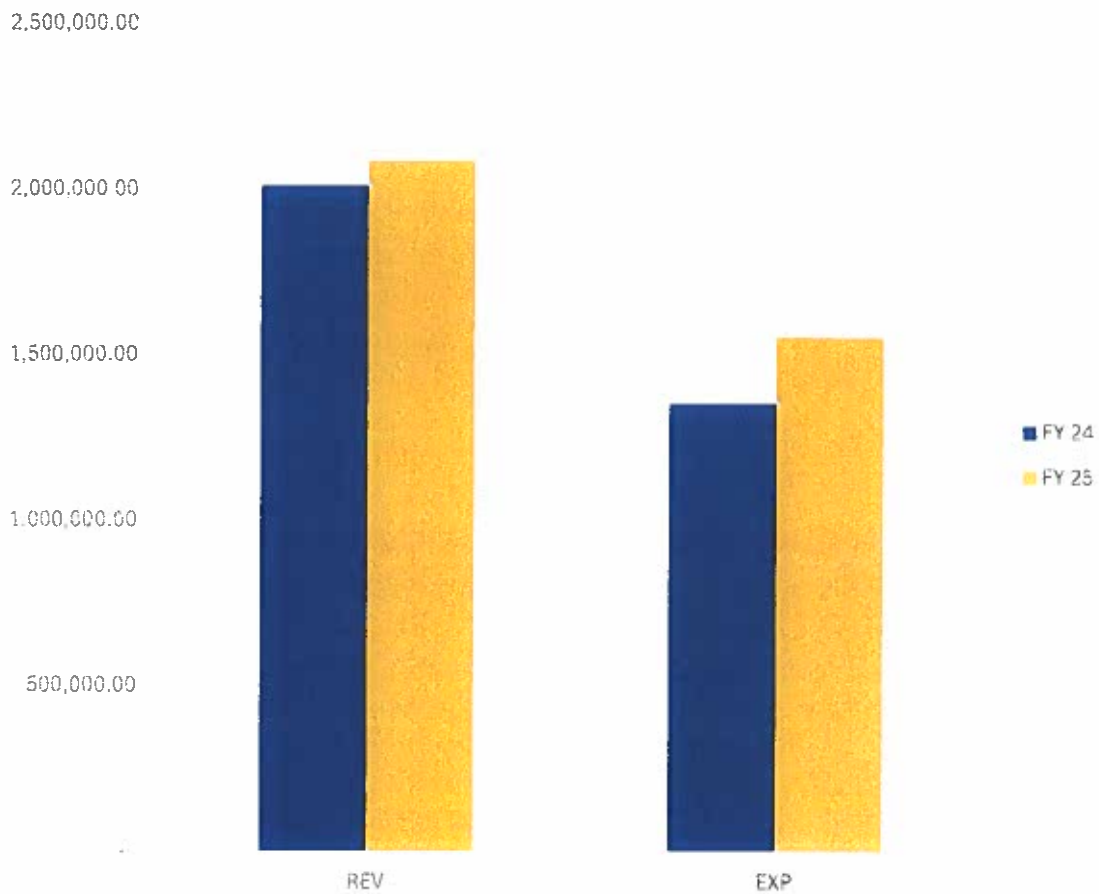
Ad Valorem tax collections through November are still behind from last year but this is not concerning considering bills went out later this year and we should have a better picture of Ad Valorem collection in January/February. Parking revenue is trending higher as it should be the first year of paid parking through the winter months. Occupancy tax revenues continue to trend slightly higher than last year.

Revenue vs Expenditures by Fund



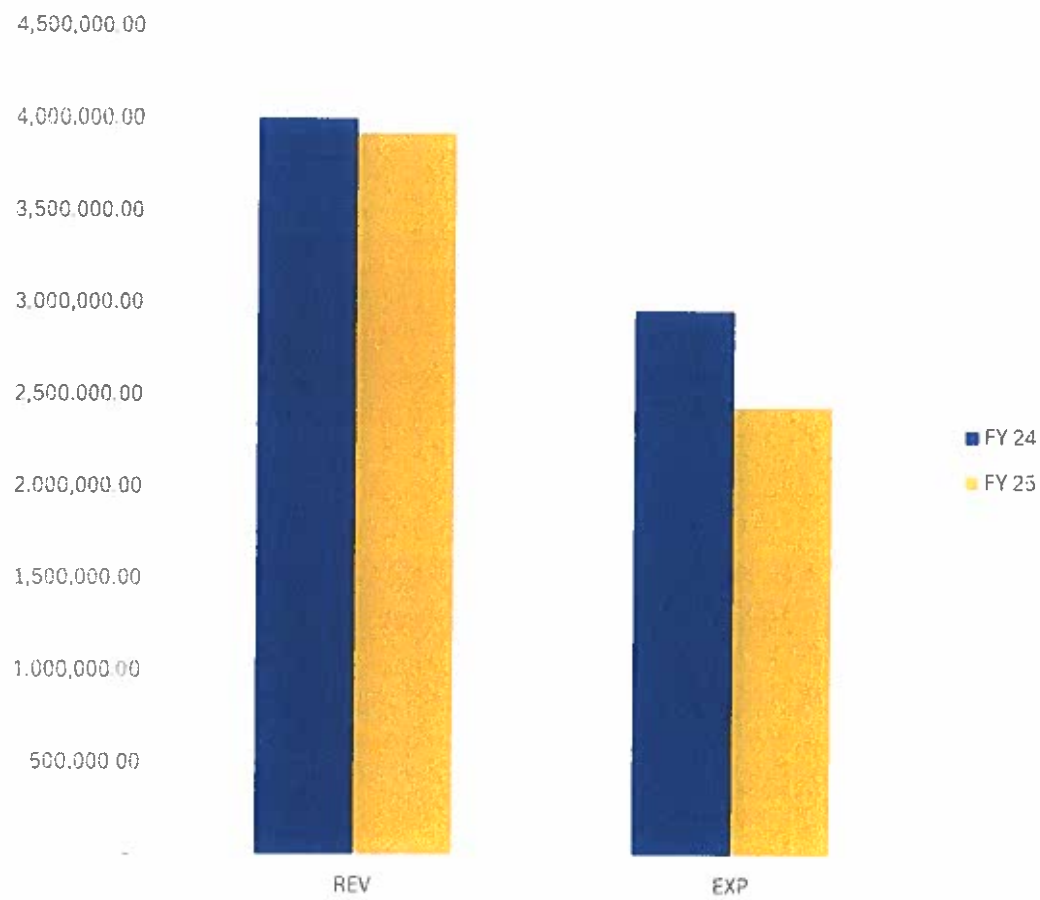
Revenue vs Expenditures by Fund

	WATER SEWER	
	REV	EXP
FY 24	2,010,247.02	1,353,834.88
FY 25	2,085,301.76	1,554,170.23



Revenue vs Expenditures by Fund

BPART (PARKS AND REC)		
	REV	EXP
FY 24	4,001,321.08	2,960,722.83
FY 25	3,920,667.39	2,438,503.09



Interim Town Manager's Report

Greensboro Street Lift Station

DEQ offer to fund signed and returned to the State-- 11/22/24

Copy of Insurance and Exhibit B executed by contractor—updated certificate 12/4

Notice to proceed processed and returned-12/10/24

Final Keybridge Items

Ave E- contractor started work on site- 11/25/24

801 OBW- final inspection completed- 12/4/24

Quarterly meeting held- 12/4/24

CSRM Study

Update in the packet for tonight

Depending on action, follow up required at the federal level 12/18/24

Recycling Program

Action item on agenda this evening

Be mindful to get renewals in

Congressionally Directed Spending (Senate)/ Community Project Funding (House)

Funding formally known as earmarks

BOC should begin to consider upcoming requests; potential Jan agenda topic

Timing of federal forms release unknown but BOC needs to consider things like

5113 Stormwater, LWF Inlet, policies

Employee Updates

Public Works gained an employee in mid-November. Replaces the vacancy left when Scott

Cunningham retired

Rank	Objective	Status	Timeline	Area of Responsibility
#2	ADA Self Assessment	In House Evaluation Planning and Inspection Dept working on outline and timeline	Anticipate January Meeting update	P&I Department
#6	ADA Bathroom (Block Q)	Bid Announcement Out	Mandatory pre-bid December 18th Bid opening Jan. 14th	Staff/Architect
#7	Fire Station Upgrades	Fire Dept currently using EOC during mainland reno Planning and Inspections Director Evans met with dept	Fire Dept. focusing on other project currently will reengage with Mr. Evans - TBD in future	Staff/ Fire Dept
#8	Audio/Video Upgrades	After benchmarking, working with vendor to move forward with quote	Staff should have info in the next couple of weeks	Staff
#14	Block Q site plan-concert venue	BOC consensus at November Meeting was for BOC to bring back in future	TBD by BOC members	BOC to put back on agenda
#18	Update Town Website	Update completed a few years ago; project page added Accessibility being evaluated as part of ADA assessement above	see ADA self assessment above	Staff
#19	Pier Repair/Replacement	RFQs in hand	provide direction in Dec.	BOC and Staff
#26	Investigate vaccum bypass system	Not in 24/25 budget/ PW recommendation/research needed	TBD	PW Dept



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 17, 2024

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: December 12, 2024

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of 2025 Board of Commissioners' Meeting Schedule

BACKGROUND/PURPOSE OF REQUEST: Enclosed is the proposed 2025 Board of Commissioners' Regular Meeting Schedule. All dates reflect the third Tuesday of the month.

Staff recommends approval.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: 2025 Meeting Schedule



**TOWN OF HOLDEN BEACH
2025 BOARD OF COMMISSIONERS' MEETING SCHEDULE
5:00 P.M.
LOCATION -TOWN HALL PUBLIC ASSEMBLY**

January 21st

February 18th

March 18th

April 15th

May 20th

June 17th

July 15th

August 19th

September 16th

October 21st

November 18th

December 16th



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 17, 2024

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: December 4, 2024

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

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

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

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Ordinance Section 30.05

Holden Beach Code of Ordinances

§ 30.05 MAYOR PRO TEMPORE.

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

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

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

Statutory reference:

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



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 17, 2024

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: December 4, 2024

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Resolution 24-10, Resolution Approving Truist Signature Card

BACKGROUND/PURPOSE OF REQUEST: Historically, the official signatories for the Town's Truist accounts are the mayor, mayor pro tem and staff.. Resolution 24-10 updates the current signature card by designating Mayor Holden, Interim Town Manager Ferguson and Finance Officer McRaney as the official signatories. It will also designate the Board member that is voted to serve as mayor pro tem for 2025.

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: Resolution 24-10

RESOLUTION 24-10
RESOLUTION APPROVING TRUIST SIGNATURE CARD

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

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

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

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

This the 17th day of December, 2024.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/17/24

FROM: Heather Finnell, Town Clerk

DATE SUBMITTED: 12/10/24

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Revised Job Descriptions for Finance Department

BACKGROUND/PURPOSE OF REQUEST: Our current Fiscal Operations Supervisor is retiring. Staff proposes removing the supervisory duties from the current position and realigning the duties to the Finance Officer. No changes to the salary ranges are recommended at this time.

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 checked="" type="checkbox"/>	NO <input type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Concur with Town Clerk/HR Officer Finnell's recommendation

ATTACHMENT: Proposed Job Descriptions

FISCAL OPERATIONS SUPERVISORSPECIALIST

General Statement of Duties

Performs ~~responsible supervisory and difficult~~ paraprofessional accounting work in the revenue and tax collections, utility billing, customer service, payroll and accounts payable functions for the organization.

Distinguishing Features of the Class

An employee in this class ~~supervises and~~ participates in a wide variety of fiscal and administrative task. Work includes supervising the utility billing, revenue collections, and customer services functions; performing ad valorem tax billing and collections; processing payroll and accounts payable; and performing other general paraprofessional fiscal tasks. Work requires ~~supervisory and~~ customer service skills, technology skills, accuracy, and knowledge of NC statutes regarding ad valorem tax collections. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government finance. Work is performed under the direction of the Finance Director ~~Town Manager~~ and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

~~Supervises and~~ Participates in the utility billing, revenue collections and customer services functions; oversees the creation and maintenance of utility customer accounts, account close outs, utility billing, and accepting and accounting for Town revenues including utility bills, occupancy tax, ad valorem tax, parking tickets, dock fees, etc.; supervises the general reception and customer service function for the Town that assists citizens, taxpayers, and the general public with Town services and information.

Serves as Tax Collector for the Town; receives data from the County and downloads into Town data base; reviews and verifies files; prints and mails bills; performs discoveries and releases; applies interest; sets up payment plans; tracks payments; performs delinquent tax collections.

Performs payroll processing; maintains data base and updates with changing information; audits and enters timesheets and generates payroll; submits direct deposit file to bank; maintains leave balances; prepares a wide variety of payroll and personnel records and reports; assists employees with payroll issues; pays payroll vendors; prepares and distributes W-2s.

~~Supervises and~~ Participates in occupancy tax billing and collections.

Performs accounts payable including establishing vendor files, obtaining W-9s; coding and entering invoices into the data base, generating and obtaining signatures for checks before mailing them; troubleshoots issues with invoices and vendors; prepares and distributes 1099s.

Performs a wide variety of financial reporting and monthly, quarterly and annual close outs and reconciliations; reviews bank statements; prepares journal entries; performs fixed assets.

Assists the auditors during the annual audit of Town financial records; follows up on findings to improve financial systems.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Considerable knowledge of the principles and practices or paraprofessional accounting.
- Considerable knowledge of the application of information technology to fiscal operations and reporting.
- Considerable knowledge of the Town's personnel, budgeting and purchasing policies and procedures.
- Considerable knowledge of revenue collections laws and regulations including NC General Statutes Machinery Act regarding ad valorem tax collections and occupancy tax collections.
- Working knowledge of related laws and regulations such as FMLA, FLSA, and other regulations related to payroll.
- Skill in collaborative conflict resolution and customer service excellence.
- Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Town employees.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.
- Ability to organize work for efficient processing, set and follow effective work priorities and meet established deadlines.

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, standing, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

- Graduation with an associate's degree in accounting or business, and considerable experience in fiscal operations and customer service preferably in a municipal environment; or an equivalent combination of education and experience.

Special Requirements

- Ability and willingness to obtain Tax Collector certification from the School of Government.

FINANCE DIRECTOR

General Statement of Duties

Performs complex professional and difficult administrative work in planning, organizing, and directing the financial activities of the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs/supervises the disbursement and accounting of revenues and expenditures for the Town. Work involves management and participation in accounting, collections, payroll, tax billing, debt service administration, investments, fixed asset management and purchasing for the Town. In addition, the employee provides considerable assistance to the Town Manager in the development and administration of the operating and capital budgets, and significant financial reporting. The employee also advises the Town Manager and Board on a variety of fiscal issues. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government financial operations. Work is performed under the general direction of the Town Manager and is evaluated through conferences, reports and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes and coordinates the operations of the Finance Department, including disbursement and accounting of municipal funds, purchasing, fixed assets management, investments, accounts payable and receivable, cash management and preparation of monthly, quarterly and annual reports.

Supervises and participates in the utility billing, revenue collections and customer services functions; oversees the creation and maintenance of utility customer accounts, account close outs, utility billing, and accepting and accounting for Town revenues including utility bills, occupancy tax, ad valorem tax, parking tickets, dock fees, etc.; supervises the general reception and customer service function for the Town that assists citizens, taxpayers, and the general public with Town services and information.

Assists Town Manager in the preparation of the general operating and capital improvements budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager and Board in the formulation of Town financial policies and in the preparation of the annual budget including providing revenue projections; prepares and presents budget amendments.

Manages receipt and investment of all Town revenues; reviews and monitors ongoing administration of budget; monitors revenues and expenditures; manages capital budgets; reviews budget system and financial conditions and develops methods of improvement.

Disburses all funds of the Town in strict compliance of NCGS, Chapter 159, Local Government Finance, the budget ordinance and each project ordinance and shall preaudit obligations and disbursements as required by the chapter.

Keeps the accounts of the Town in accordance with the generally accepted principles of governmental accounting and the rules and regulations of the Local Government Commission.

Researches, recommends and maintains appropriate financial package software and peripherals.

Manages the issuance of Town debt and administers the Town's debt service program.

Performs cash flow analysis; initiates transfers into and out of cash management investments to ensure sufficient monies on hand for operating costs.

Assists the auditors during the annual audit of Town financial records; provides files, records and

Finance Officer
Page 2

reports and conducts research as necessary to provide required information; follows up on findings to improve financial systems.

Submits to Town Manager and the Board periodic reports of the financial condition of the Town.

Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting and related financial management tasks.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of information technology systems and their use in a municipal environment; skill in the use of spreadsheets for tracking and analysis.

Thorough knowledge of the Town's personnel, purchasing and budgeting policies and procedures.

Working knowledge of personnel laws, regulations and court cases.

Skill in collaborative conflict resolution.

Working knowledge of modern and effective supervisory principles and practices including motivations, communications, mentoring, team building, performance coaching and evaluation.

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms and records.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials and with other Town employees.

Ability to conduct long range fiscal planning.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Ability to provide clear and understandable presentation of financial issues to groups of people.

Physical Requirements

Must be able to physically perform the life support functions of fingering, feeling, talking, hearing, reaching, stooping and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties and do extensive reading.

Desirable Education and Experience

Graduation from a four-year college or university with a degree in accounting or business and considerable experience in public finance administration including some supervisory experience; or an equivalent combination of education and experience. Prefer Finance Officer Certification.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: December 17, 2024

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: December 4, 2024

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Resolution 24-11, Resolution Amending the Holden Beach Fee Schedule (Recycling).

BACKGROUND/PURPOSE OF REQUEST: We have received the updated fees assessed by GFL Environmental for people who utilize the voluntary curbside recycling program.

The annual 2025 cost for people participating in the program will be \$119.35 per bin. This is an increase from the current rate of \$106.88. The fee schedule needs to be amended to reflect the new amount.

Staff recommends the Board approve Resolution 24-10 Resolution Amending the Holden Beach Fee Schedule, if you wish to continue the curbside recycling program.

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: Recommend approval.

TOWN MANAGER'S RECOMMENDATION: Recommend Approval

ATTACHMENT: Resolution 24-11

RESOLUTION 24-11
RESOLUTION AMENDING THE HOLDEN BEACH FEE SCHEDULE

WHEREAS, As reflected in the Solid Waste and Recyclables Collection, Transportation and Disposal Agreement between the Town and GFL Environmental, GFL Environmental will provide a 95-gallon container for the voluntary curbside recycling program for a fee that includes the base charge and a processing fee; and

WHEREAS, it has been determined that the annual amount assessed per bin for 2025 will be \$119.35; and

WHEREAS, the Holden Beach Fee Schedule needs to be updated to reflect the 2025 fee.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Town of Holden Beach, North Carolina does hereby amend the fee schedule to reflect the new recycling fee of \$119.35 per bin.

BE IT FURTHER RESOLVED, that this fee should be effective for recycling services beginning on January 1, 2025.

This the 17th day of December, 2024.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/17/2024

FROM: Daniel McRainey

DATE SUBMITTED: 12/06/2024

ISSUE/ACTION REQUESTED: Transfer excess unassigned general fund balance over 70% to the Beach and Inlet Capital Reserve Fund.

BACKGROUND/PURPOSE OF REQUEST: The town's fund balance policy sets target fund balance between 40%-70%.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input checked="" type="checkbox"/>	NO <input 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 checked="" type="checkbox"/>	NO <input type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: Recommend transferring an amount less than the full amount taking into account a possible large stormwater project in the near future.

INTERIM TOWN MANAGER'S RECOMMENDATION: Recommend transfer.

ATTACHMENT: Budget amendment

TOWN OF HOLDEN BEACH

ORDINANCE NO. 24-19

AN ORDINANCE AMENDING ORDINANCE 24-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2024-2025 (AMENDMENT NO. 4)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 24-11 appropriating funds for fiscal year 2024-2025 be amended as follows:

PURPOSE: To transfer unassigned General fund balance over 70% to Beach and Inlet Capital Reserve Fund.

PART I GENERAL FUND**REVENUES****DESCRIPTION**

FUND BALANCE APPROPRIATED

ACCOUNT #

10.0399.0200

AMOUNT

2,783,382

ACTION

INCREASE

TOTAL2,783,382**EXPENDITURES****DESCRIPTION**

TRANSFER TO BEACH INLET CRF

ACCOUNT #

10.0410.9900

AMOUNT

2,783,382

ACTION

INCREASE

TOTAL2,783,382**PART II****BEACH AND INLET CRF****REVENUES****DESCRIPTION**

TRANSFER FROM GENERAL FUND

ACCOUNT #

90.0397.0000

AMOUNT

2,783,382

ACTION

INCREASE

TOTAL2,783,382**EXPENDITURES****DESCRIPTION**

CAP RES MISC EXPENDITURE

ACCOUNT #

90.0490.5700

AMOUNT

2,783,382

ACTION

INCREASE

TOTAL2,783,382

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 17th day of December, 2024.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/17/24

FROM: Public Works Director Clemmons

DATE SUBMITTED: 12/3/24

ISSUE/ACTION REQUESTED: Consideration and possible action on the requested proposal from McGill regarding additional areas of concern for stormwater.

BACKGROUND/PURPOSE OF REQUEST: McGill completed a proposal for the board's consideration after the BOC expressed interest in adding areas of concern to the approved stormwater master plan. If the board chooses to move forward a budget amendment would be needed.

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:

ASSISTANT TOWN MANAGER'S RECOMMENDATION: Receive proposal and consider award should BOC want to add additional areas of study to the plan.



Date: December 3, 2024

To: Mayor Holden and Board of Commissioners

From: Public Works Director Clemmons

Re: Additional Areas of Concern for Stormwater

The BOC asked that McGill be contacted regarding additional areas of concern for the stormwater master plan. The attached proposal involves survey work and analysis to add three streets at the east end of the island and canal streets. It projects a six-month deliverable following a notice to proceed at a price of \$76,100. Michael Norton will be available by phone to answer any questions the board may have during this agenda item.

Attachment 1: Proposal

Attachment 2: Budget Amendment



SCOPE OF SERVICES

McGill Associates (McGill) will provide the Town of Holden Beach (Owner) additional services related to the agreement dated April 18, 2023, for the stormwater management plan project. These services will generally include the evaluation of additional areas of concern (AOC) consistent with the Town of Holden Beach Stormwater Master Plan issued in June of 2024. The AOC includes three streets at the east end of the island and twenty canal streets.

Scope of Services

Task 1 – Project Management and Meetings

1. Kickoff Meeting: McGill will meet with the Town to review scope and schedule. Review existing information specific to each location as applicable.
2. Stormwater System Capacity Analysis Meeting: Meet with the Town to present findings of Task 3 below and finalize task deliverables.
3. Stormwater Master Plan Supplement Meetings: Meet with the Town Staff and present findings per Task 4 below.

Task 2 – Stormwater Inventory

Supplement prior inventory obtained with additional survey in key areas of interest, which include the East End of the island and all canal streets. Collect existing spot elevations within the public right-of-way in approximate 100' intervals and at all relative low points along the routes noted below to support alternatives analysis for drainage improvements.

1. East End – Town street McCray Street, Avenue B, and Dunescape Drive (section South of McCray).
2. Canal Streets – High Point, Lumberton, Fayetteville, Raleigh, Sanford, Salisbury, Burlington, Durham, Charlotte, Greensboro, Scotch Bonnet, Lions Paw, Starfish, Sand Dollar, Swordfish, Dolphin, Tuna, Marlin, Tarpon, Sailfish.

These AOC are generally devoid of formal drainage systems such as pipes and ditches. Relative low points may include isolated depressional areas that pond stormwater and/or depressions that allow stormwater to leave the right-of-way and discharge across private property to a canal.

Deliverables: Additional survey-grade inventory data in areas of concern.

Task 3 – Alternatives Evaluation

1. Review and update the simulated existing hydrology and hydraulic conditions from the Stormwater Master Plan based on an assumed 10-year rainfall level of service. Identify flood prone areas and locations with deficient level of service within the supplemental AOC due to rainfall. System deficiencies related to king tide conditions are excluded

from this analysis.

2. Utilize the results from above to develop up to two improvement options to address system deficiencies in the supplemental AOC and simulate the proposed improvements to the stormwater system to predict the anticipated increase in the level of service.
3. Provide recommendations on selected alternatives.

Deliverables: Fact sheet for each evaluated alternative to include description of the problem, proposed solution, and estimated cost consistent with the Stormwater Master Plan deliverables.

Task 4 – Stormwater Master Plan Supplement

Develop a supplemental attachment to the Stormwater Master Plan issued in June of 2024 to summarize the additional AOC, findings, and recommendations.

1. The Stormwater Master Plan supplement will include a description of the methodologies used, modeling results, evaluated alternatives, findings, and recommended solutions.
 - a. Perform an initial evaluation to support prioritization of conceptual improvements based on expected benefits and a proposed implementation plan.
 - b. Meet with Town staff to review the Supplement draft.
 - c. Prepare a final Stormwater Master Plan Supplement.
 - d. Coordinate and present the final Supplement at one (1) work session or meeting with Town officials.

Deliverables: Stormwater Master Plan Supplement, meeting minutes and presentations.

SCHEDULE AND BASIS OF COMPENSATION

McGill proposes to complete the above scope of services within eight months from Notice-to-Proceed (NTP) for a Lump Sum Fee of \$76,100 as detailed below.

Please note that certain task elements will involve coordination with subconsultants. McGill has made reasonable assumptions on the duration of these tasks based on past experience. Delays or additional work required by the Town may impact the project duration.

Task	Duration	Fee
Project Management and Meetings	6 Months from NTP	\$12,100
Stormwater System Inventory	3 Months from NTP	\$30,900
Alternatives Evaluation	5 Months from NTP	\$19,200
Stormwater Master Plan Supplement	6 Months from NTP	\$13,900
TOTAL	6 Months from NTP	\$76,100

Assumptions and Exclusions

1. The level of service utilized for this supplemental shall be consistent with that used in the Stormwater Master Plan.
2. Survey data will be collected by standard survey methods. Horizontal data shown will be based on NC Grid (NAD 83-2011). Vertical data will be based on N.A.V.D. 88 (Geoid 18). Full site topography is not included and will be necessary prior to final design.
3. All spot elevations will be collected from within the public rights-of-way. No access to private property will be attempted, unless authorized by the Town. If stormwater

Town of Holden Beach Stormwater Management Plan Supplement
 November 12, 2024
 Page 3 of 3

structures are identified on private property, these structures will be hand placed based on field estimated offset and noted as "Approximate."

4. All modeling results will be referenced back to elevations derived from project specific survey and/or readily available LiDAR data coverage for the Town from NC Floodplain Mapping Program.
5. Upon Client authorization, additional project work not specifically addressed by this proposal shall be charged at a time and materials rate in accordance with the McGill Associates Fee Schedule in place at the time the service is performed.

Acceptance:

McGill Associates, P.A.

By: _____
 Michael Norton, PE
 Shallotte Office Manager

Town of Holden Beach

By: _____

 Date

Attachment 2

TOWN OF HOLDEN BEACH

ORDINANCE NO. 24-20

AN ORDINANCE AMENDING ORDINANCE 24-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2024-2025 (AMENDMENT NO. 5)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 24-11 appropriating funds for fiscal year 2024-2025 be amended as follows:

REVENUES**DESCRIPTION****ACCOUNT #****AMOUNT****ACTION**

Fund Balance Appropriated

10.0399.0200

76,100

INCREASE

TOTAL76,100**EXPENDITURES****DESCRIPTION****ACCOUNT #****AMOUNT****ACTION**

Street Drainage Projects

10.0570.1900

76,100

INCREASE

TOTAL76,100

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 17th day of December 2024.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/17/2024

FROM: Town Attorney Sydnee Moore

DATE SUBMITTED: 12/06/2024

ISSUE/ACTION REQUESTED: Motion/Discussion/Vote to Terminate the 18 April 2023 Agreement for Holden Beach Pier Design between Town of Holden Beach and Bowman Murray Hemingway Architects, PC for convenience and direct Town Attorney to send written notice informing Architect of BOC decision to terminate as Agreement requires.

BACKGROUND/PURPOSE OF REQUEST: It is my understanding that the contract for Holden Beach Pier Design between the Town of Holden Beach and Bowman Murray Hemingway Architects, PC dated 18 April 2023 was never terminated by either side when project was suspended, and it is questionable as to whether the completed portion of the contract rises to "Substantial Completion" threshold needed to automatically terminate the Agreement (Section 9.8). Out of an abundance of caution to avoid future issues under GS 143-64.31 for RFQ respondents and the Town of HB, it is advised that the BOC terminate the contract with Bowman Murray Hemingway Architects, PC to allow a blank slate for the RFQ discussion and/or selection for actions potentially taken later in this meeting. Section 9.5 of the Agreement allows Owner (Town of HB) to terminate the agreement with at least seven (7) days' written notice to the Architect for Owner's convenience and without cause. This decision to terminate the 18 April 2023 Agreement will not preclude the Town of HB from selecting Bowman Murray Hemingway Architects, PC from the pool of pier RFQ's to be discussed later in this meeting, if the Board wishes to do so.

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 checked="" type="checkbox"/>	NO <input type="checkbox"/>
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Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/17/24

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 12/6/24

ISSUE/ACTION REQUESTED: Receive RFQ's for pier and direct staff on next steps.

BACKGROUND/PURPOSE OF REQUEST: A Request for Qualifications (RFQ) was issued with four responses received. The intent is for the BOC to receive proposals at the December meeting and direct staff on next steps and how the BOC would like to evaluate qualifications.

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 ☒ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: Receive responses and direct staff on next steps.



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 12/17/2024

FROM: Tom Myers & Tracey Thomas

DATE SUBMITTED: 12/6/2024

ISSUE/ACTION REQUESTED:

Discussion and possible action on issuing an RFP for executive search firm services.

BACKGROUND/PURPOSE OF REQUEST:

An executive search firm is needed to support the town in identifying and hiring a new town manager.

Typical services include:

1. Conducting kick-off meeting(s) to launch the search
2. Working with the BOC and key stakeholders to determine goals, objectives, desired future state (i.e., what kind of person are we looking for)
3. Creating a marketing brochure describing the Town and the Town Manager position
4. Advertising and marketing the position
5. Actively recruiting and soliciting candidates
6. Pre-screening candidates to identify qualified individuals
7. Conducting initial interviews
8. Performing background checks and vetting candidates to create a recommended shortlist
9. Presenting the shortlist to the BOC for consideration and determination of finalists
10. Performing reference checks on finalists
11. Facilitating finalist interviews with the BOC and key stakeholders
12. Assisting in drafting and presenting an offer and contract to selected candidate
13. Facilitating introduction and onboarding of the selected candidate

The NC League of Municipalities has provided an example RFP from the Town of Waxhaw that we can use as a template for our RFP.

Possible Action: Direct town staff to 1) develop an RFP for the services listed above using the materials from the NCLM as a template; and 2) provide a copy of the RFP to the BOC ASAP. If the BOC doesn't contact the Town Clerk with concerns by January 3rd, RFP will be issued.

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: NO

CONTRACTS/AGREEMENTS: (circle One)

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

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A



Town of Waxhaw

REQUEST FOR PROPOSALS

For

Executive Search Services for Town of Waxhaw Town Manager

August 30, 2019

Important Dates
Closing Date of Written Requests for Additional Information: September 13, 2019
Written Responses to Written Requests for Additional Information: September 20, 2019
Proposals Due: September 30, 2019
Interviews with Finalists (if necessary): Week of October 14, 2019
Anticipated Date of Contract Award: October 22, 2019

Inquiries involving this Request for Proposal shall be submitted in writing (email is acceptable) and received no later than September 13, 2019; responses for additional information will be provided in writing by close of business on September 20, 2019. Inquiries and proposals shall be submitted to:

Via US Mail
 Wendy Davenport
 Human Resources Director
 PO Box 6
 1150 N. Broome Street
 Waxhaw, NC 28173

Via Email
wdavenport@waxhaw.com



Dear Respondent,

The Town of Waxhaw North Carolina is seeking competitive proposals from qualified Executive Search Consultant Firms to perform executive search services in assistance to the Waxhaw Board of Commissioners in its search for the position of Town Manager, and in accordance with all terms, conditions, and scope of work as set out in this Request for Proposals (RFP).

The Town of Waxhaw reserves the right to reject any or all proposals and to waive any irregularities therein, and to accept the proposal most advantageous to the Town.

Inquiries regarding this RFP should be directed to Wendy Davenport, Human Resources Director, by email at wdavenport@waxhaw.com by the end of business on September 13, 2019.

One (1) original and five (5) copies of the proposal documents, as well electronic copy, shall be submitted in a sealed envelope or envelopes to the Human Resources Director at 1150 N. Broome St. P.O. Box 6, Waxhaw, NC 28173 by September 30, 2019. The envelope(s) shall be clearly marked on the exterior denoting the name of the submitting Firm and the proposal name (Executive Search Services for Waxhaw Town Manager).

We look forward to receiving your proposal.

Sincerely,

Wendy Davenport
Human Resources Director
Town of Waxhaw

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SECTION 1. PURPOSE AND INTRODUCTION

The Town of Waxhaw is soliciting a Request for Proposals from qualified Firms to assist in the selection of a Town Manager in accordance with the terms, conditions and scope of work in this RFP. The Town seeks to contract for expertise it does not have internally to provide a permanent replacement search for this position. The Firm shall specialize in recruitment for municipal organizations and/or have extensive executive-level personnel recruitment experience.

SECTION 2. MISSION STATEMENT

The unique character of Waxhaw is preserved and enhanced through responsibly serving residents, visitors and the business community with integrity and innovation.

SECTION 3. VISION STATEMENT

Waxhaw is a friendly, vibrant and prosperous Town where history and creativity build an enduring, safe and healthy community for people of all ages to live, learn, work, play or grow a business.

SECTION 4. BACKGROUND

Waxhaw is a multi-service town with a general fund operating budget for FY 2020 of \$12,035,750. Incorporated in 1889 and located approximately 2 miles from the border of South Carolina and 20 minutes from Charlotte, NC in Union County, Waxhaw has a population of 16,181 and is one of the fastest growing towns in Union County. The Mayor and Town Board, also known as the Board of Commissioners, are seeking an experienced Town Manager to assist them in moving the town forward during a very progressive time. Waxhaw operates with a Council-Manager form of government, with the Town Board consisting of a Mayor and five Commissioners, all elected at large for four-year staggered terms. Three positions are up for election in November 2019. Town departments include Police, Parks & Recreation, Planning, Development Services, Public Services and Human Resources. The departments also encompass downtown development (Main Street), building inspections, code enforcement, finance, communications, technology, and the Town Clerk's office. The Town of Waxhaw has approximately 75 full-time employees.

SECTION 5. PROPOSAL REQUIREMENTS

The Town will consider proposals from Executive Search Firms with specific experience and success in recruiting Town Managers. The Town reserves the right to make the final hiring decision.

SECTION 6. EXECUTIVE SEARCH FIRM EXPERIENCE

All proposals must include ability to or demonstration of:

1. Extensive experience and successful placement of Town Managers.
2. Ability to assess and determine community, city and department needs and expectations in order to develop an accurate and inclusive position profile.
3. Ability to present, establish and maintain an applicant pool of potential candidates for this position.
4. Ability to actively recruit candidates that will meet the needs and expectations of the community and Board of Commissioners.
5. Ability to assist with interview panels.
6. Assist with preparation and placement of position announcements.
7. Identification of specific services to be provided (i.e. candidate screening process, background check, reference check, etc.).
8. Advertise in appropriate municipal journals and with professional organizations.
9. Receive and screen applications against developed profile.
10. Conduct initial screening interviews, contact references and complete background checks.
11. Rank candidates in order of recommendation to the Board of Commissioners.
12. Coordinating finalist candidate interviews.

SECTION 7. SCOPE OF WORK

1. Develop a candidate profile through interviews with the Town Board, Management, and community members (together and separately); interview with a group of other agency department heads.
2. Propose a tentative schedule of events for the recruitment process based upon a potential contract announcement for the new Manager in early 2020.
3. Review compensation and recommend changes based on market and competitive positions.

4. Advertise the position both locally and nationally. Directly solicit candidates with exceptional qualifications.
5. Review initial applications and how well they match with the candidate profile, as well as provide the Town information on all candidates.
6. Serve as a source of information for potential candidates with questions about the position, Town and region.
7. Identify the top tier of candidates and conduct interviews with sufficiently qualified candidates to determine finalists.
8. Conduct detailed background checks on candidates.
9. Facilitate candidate interviews with the Town Board and management staff.
10. Coordinate all correspondence, travel arrangements, and recordkeeping.
11. A description of the Firm's guarantee for high quality executive management placement.

SECTION 8. SUBMISSION OF PROPOSALS

One (1) original, five (5) copies, along with one (1) electronic copy shall be submitted, in a sealed envelope or package to Wendy Davenport, Human Resources Director, at 1150 N. Broome St., P.O. Box 6, Waxhaw, NC 28173 by September 30, 2019.

In submitting the Proposal ("Proposal") as herein described, Firm represents warrants and covenants that:

1. Firm has carefully examined the specifications and all provisions contained in the Request for Proposal relating to items to be furnished, the work to be done, and understands the meaning, content and requirements of and agrees to the same.
2. Firm will enter into a written contract with the Town specifying the terms and conditions set forth in this RFP, including the services and rates proposed for the Town's consideration.

SECTION 9. EVALUATION CRITERIA

The criteria used to select a Firm include the following factors:

1. Specialized experience and technical competence of Firm with respect to the type of services required.
2. Past record of performance of Firm with respect to such factors as successful placement, control of costs, quality of work, and ability to meet schedules.
3. Firm's familiarity with the area in which the project is located.
4. Proposed schedule of fees.

SECTION 10. SELECTION PROCESS

The Board of Commissioners will review and evaluate the proposals of each Firm based on: A. Qualifications and Experience; B. Past Performances and References; C. Evaluation of the Firms Project Team; D. Methodology; E. Completion Timeline; F. Cost. Firms may be selected for interviews or questioned for clarification by the Town; however, the Town may choose to proceed without interviewing any Firms. If interviews are performed they will take place the week of October 14, 2019.

SECTION 11. MISCELLANEOUS

1. Incurring Costs

This Request for Proposals does not commit the Town to award a Contract or to pay for any cost incurred by successful or unsuccessful Firm in the submittal of this request.

2. Schedule

It is anticipated that the Board of Commissioners would review the proposals and determine the most responsive proposals and perform any information requests or interviews the weeks of October 14, 2019. The anticipated date for award of a contract by the Town Board is October 22, 2019.

3. Confidentiality

In the event any Firm submitting a proposal shall include any information deemed "proprietary or confidential" such information shall be clearly marked. The Town as a public entity cannot and does not warrant that information will not be disclosed.

4. Logo

The Town's logo is trademarked and should not be used in responding to this proposal.

5. Conflict of Interest

The Firm will disclose all business interests or family relationships with any Town officer or employee who was, is, or will be involved in the Firm selection, negotiation, drafting, signing, administration, or evaluating the Firm's performance. As used in this section, the term "Firm" shall include any employee of the Firm who was, is, or will be involved in the negotiation, drafting, signing, administration, or performance of the Agreement. As used in this section, the term "family relationship" refers to the following: spouse or domestic partner; any dependent parent, parent-in-law, child, son-in-law, or daughter-in-law; or any parent, parent-in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a civic leader, elected official, city officer or employee described above. Through submittal, Firm certifies to the best of their knowledge, that they have no conflict of interest regarding provision of the services as detailed herein. Firm will inform the Town if a potential conflict of interest arises during the period in which services are rendered.

6. Non-Discrimination

The Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Firm shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. The Firm shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for work performed under the terms and conditions of this anticipated contract. A breach of this provision may be grounds for Contract termination.

7. Evaluation

It is the Town's purpose in evaluation of the Proposal Responses submitted by Firm to determine the response that is best suited to meet the needs of the Town at the best value. Any final selection of a Firm does not imply that one Firm is superior to another, but depicts that in the judgment of the Town, that Firm will provide the best overall solution for the current and projected needs of the Town.

8. Agreement and Term

The selected Firm will enter into written contract (the 'Agreement') with the Town of Waxhaw with the terms and conditions set forth herein and provide service at the rates submitted in the accepted Proposal Response. The term of the Agreement shall proceed through the selection and integration of the proposed candidate or until such services are no longer required by Town. The resulting contract will be subject to termination by the Town in the event of sale or destruction of the facilities or misfeasance, nonfeasance or malfeasance of the Firm.

9. Governing Law

This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina. The Firm shall at all times observe and comply with all Federal and State laws, all local laws, ordinances, and regulations existing at the time of or enacted subsequent to the execution of the contract which, if in any manner, affect the prosecution of the work. The Firm shall indemnify and save harmless the Town and all of its representatives, and employees against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself, his employees, or his sub-Contractors.

10. Town to be Indemnified and Held Harmless

The anticipated contract shall require that the Firm covenants and agrees to release the Town and any municipal partners from any and all liabilities of any kind or nature in which the right, cause of action or claim of any kind or nature whatsoever may hereafter accrue to the Firm, its employees or agents, by virtue of the anticipated contract between the Firm and the Town. Firm further covenants and agrees to indemnify and hold the Town harmless from any and all claims, rights or causes of actions or damages of every kind and nature whatsoever which may arise as a result

of the anticipated contract between the Town and the Firm and Firm shall defend or pay the cost of defense of the Town arising by virtue of any claim or cause of action for damages. Firm agrees to pay any and all amounts which the Town may be required to pay for damages or amounts which the Town may be required to pay for damages or compensation connected with any claim arising by virtue of the anticipated contract between the Firm and the Town. Firm further agrees to furnish a Certificate of Liability Insurance to the Town.

11. Firm's Declaration

Firm will not be permitted to use, to its advantage, any omission or error in the Request for Proposal, the specifications, requirements, or the contract documents and the Town reserves the right to issue new instructions for such error or omission if originally specified. Through submittal Firm states that they have examined the information and conditions surrounding the operation of the service contemplated by the Proposal, and is familiar with the requirements as to equipment, supplies and labor of such undertaking; and that Firm has carefully prepared, examined and checked the Proposal to ascertain that no mistake or error is contained the Proposal; and that Firm will make no claim for correction or modification after the closing time for the receipt of the proposals.

12. Payment Terms

The Firm shall include a proposed milestone billing schedule in their response for the Board of Commissioners' consideration of inclusion in the final agreement. All requests for payment shall be submitted to the Human Resources Department located at 1150 N. Broome St., P.O. Box 6, Waxhaw, NC 28173. Billing submitted shall only include approved costs; any additions that have not been approved by the Town shall be excluded for payment. Payment on billing will be issued within thirty (30) days following receipt of complete documentation as is required for the project in question.

13. Invoicing

All contracted work completed must include the following information on the related invoice for payment.

- a) Contract or Purchase Order Number
- b) Date of invoice
- c) Invoice number

- d) Description of Service(s)
- e) Payment amount requested

14. Questions and Clarifications

All questions related to this RFP shall be submitted in writing via email to Wendy Davenport, Human Resources Director at wcdavenport@waxhaw.com by close of business day on September 30, 2019. Any contact by Firm in regard to this Request for Proposals with Town personnel other than those defined above may be considered grounds for dismissal of Firm's Proposal Response.

15. Amendment Issuance

If Firm has any questions which arise concerning the true meaning or intent of the specifications or any other requirements stated herein, the Firm shall request that an interpretation be made in an Addendum. Failure to request an Addendum governing any such question by the date specified herein shall not relieve the respondent from delivery in accordance with the intent of the specifications. If it becomes evident that the material contained within this Request for Proposal requires amendment, the Human Resources Director shall issue a formal written amendment to these documents for distribution to all known prospective respondents. The issuance of an amendment may be released until the stated date and time of proposal receipt. If in extreme circumstances, it is deemed necessary by the Town, an amendment may extend the current proposal receipt deadline.

16. Proposal Acceptance

- a) The Town of Waxhaw reserves the right to accept proposals in whole or in part, and to reject any and all proposals, and to negotiate separately as necessary to serve the best interests of the Town.
- b) Notifications of award will be made by the Human Resources Director following passage of a resolution by the Town Board accepting the proposal.
- c) The proposal must remain valid for at least ninety (90) days after submittal date.