



Town of Holden Beach
Board of Commissioners
Regular Meeting

Tuesday, February 20, 2018
7:00 PM

Holden Beach Town Hall
Public Assembly



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, FEBRUARY 20, 2018 - 7:00 P.M.**

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Approval of Minutes
 - a. Minutes of the Special Meeting of January 16, 2018 (Pages 1 - 4)
 - b. Minutes of the Regular Meeting of January 16, 2018 (Pages 5 - 15)
 - c. Minutes of the Special Meeting of January 19, 2018 (Recessed 1/16) (Pages 16 - 24)
 - d. Minutes of the Special Meeting of February 6, 2018 (Page 25)
6. Public Comments on Agenda Items
7. Discussion and Possible Action on Audit Report, Fiscal Year 2016 – 2017 - Alan Thompson, Thompson, Scott, Price & Adams (Separate Item)
8. Police Report – Chief Wally Layne (Page 26)
9. Discussion and Possible Action – Resolution 11-12, Terminal Groin Permit Application and Engineering Design Status Report – Shoreline Protection and Recreation Manager Ferguson (Pages 27 - 29)
10. Discussion and Possible Action – Construction Management Services of the Vacuum Sewer System #4 Upgrade Status Report – Public Works Director Clemmons (Pages 30 - 34)
11. Discussion and Possible Action on Recommendation from Citizen Advisory Committee Report on Parking for Implementation Prior to the 2018 Beach Season – Commissioner Butler
 - a. Staff Report – Building Official Evans (Pages 35 – 53)
12. Discussion and Possible Action to Remove “or sibling” from §30.25 Commissions, Boards, Agencies and Authorities Established by Ordinance or Under the Authority of the BOC – Commissioner Freer
 - a. Ordinance 18-01, An Ordinance Amending Holden Beach Code of Ordinances - §30.25 Commissions, Boards, Agencies and Authorities Established by Ordinance or Under the Authority of the BOC (Page 54)

13. Discussion and Possible Action to Establish the Inlet, Beach and Environmental Protection Board – Commissioner Freer
 - a. Ordinance 18-02, An Ordinance Establishing the Inlet, Beach and Environmental Protection Board (Pages 55 – 57)
 - b. Ordinance 18-03, An Ordinance Amending the Holden Beach Code of Ordinances, Chapter 34: Parks & Recreation Advisory Board (Pages 58 – 59)
14. Discussion and Possible Action - Lockwood Folly Dredging Project, Local Share Request by the County – Shoreline Protection and Recreation Manager Ferguson (Pages 60 – 62)
15. Discussion and Possible Action - Vegetation for West of Central Reach Project Area – Shoreline Protection and Recreation Manager Ferguson (Pages 63 – 65)
 - a. Discussion and Possible Approval of Ordinance 18-04, An Ordinance Amending Ordinance 17-08, The Revenues and Appropriations Ordinance for Fiscal Year 2017 – 2018 (Amendment No. 1) (Page 64)
16. Consideration of Setting a Ribbon Cutting Date for Bridgeview Park - Shoreline Protection and Recreation Manager Ferguson (Page 66)
17. Discussion and Possible Action - Solid Waste Report – Town Manager Hewett
18. Pointe West Stormwater Repair Project Report – Building Official Evans (Page 67)
 - a. Discussion and Possible Approval of Ordinance 18-05, An Ordinance Amending Ordinance 17-08, The Revenues and Appropriations Ordinance for Fiscal Year 2017 – 2018 (Amendment No. 2) (Page 68)
19. Reminder of Decal Distribution and Re-entry Policies for Owners – Commissioner Kwiatkowski (Pages 69 – 73)
20. Confirmation of Audit Committee Members – Commissioner Fletcher (Pages 74 – 75)
21. Appointment of New Member to the Planning & Zoning Board – Town Clerk Finnell (Pages 76 – 83)
22. Discussion and Possible Change to Board of Commissioners’ Meeting Schedule: Regular Meeting of March 27th and Special Meeting of March 30th – Town Manager Hewett
23. Discussion, Update and Possible Decision on Preliminary Flood Maps – Mayor Pro Tem Sullivan (Pages 84 – 88)
24. Town Manager’s Report
25. Mayor’s Comments
26. Board of Commissioners’ Comments
27. Public Comments on General Items
28. Adjournment



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, JANUARY 16, 2017 – 9:00 A.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, January 16, 2018 at 9:00 a.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden (arrived at 9:04 a.m.); Mayor Pro Tem Mike Sullivan; Commissioners Pat Kwiatkowski, Joe Butler, John Fletcher and Peter Freer; Town Manager David W. Hewett; Town Clerk Heather Finnell; Police Chief Wally Layne; Public Works Director Chris Clemmons; Shoreline Protection & Recreation Manager Christy Ferguson, Building Official Tim Evans; Fiscal Operations Clerks Margaret Lancaster and Mandy Lockner; and Town Attorney Noel Fox.

Mayor Pro Tem Sullivan called the meeting to order and explained Fran Way was not at the meeting and suggested Wes MacLeod be moved up.

Motion by Commissioner Butler to reflect the change; second by Commissioner Kwiatkowski; approved by unanimous vote.

BUDGET WORKSHOP

LAND USE PLAN – WES MACLEOD, CAPE FEAR COUNCIL OF GOVERNMENTS

Mr. MacLeod explained what a comprehensive plan is. It is a policy document, not a regulatory document. It is based on public input and establishes guiding principles. He said if the Board chooses to update the Town's, he recommends they do one similar to the one we currently have. The plan presents long-term vision and goals for the future and strategies to achieve them. It guides short-term land use and development approval decisions. The plan includes recommendations to revise regulatory documents, enhance recreational facilities, and/ or transportation networks. It should balance competing needs such as permanent residents vs. seasonal visitors and environmental protection vs job creation. A plan should be updated every five – seven years. Mr. MacLeod recommends getting as many people as possible to participate in the process. Public engagement is important. He suggested the process be driven by a committee or board and supplemented by public engagement. The plan helps determine where/ what do we want to be in 25 years.

Mr. MacLeod reviewed the community vision statement from the 2009 plan and discussed growth trends. He explained why it is important to look at seasonal activity. He asked the Board what they would want to protect. Commissioner Freer said our brand is a family beach. Commissioner Fletcher said the feedback is to keep minimal commercial activity. Commissioner Kwiatkowski thinks the island needs to be more non-car friendly. Mr. MacLeod provided his example guiding principles. Plans include a vision, objectives

and policies. The plan would have an implementation matrix for each year. Mr. MacLeod went over typical plan elements.

The Town is required by law to make a statement of planning consistency when amending our zoning ordinance or zoning map. If the amendment is found to be inconsistent, your plan is automatically amended. Attorney Fox said it was subject to review by the Coastal Resources Commission (CRC).

Mr. MacLeod explained the difference between an update and an amendment. He said when you amend an existing plan, there doesn't have to be significant public input. You would need to have a public hearing. An update would in a sense rewrite your plan. An amendment would just be updating a policy. It would be adopted locally and sent to the CRC. An update would also need to be sent to the CRC.

The planning horizon is typically for 20 – 30 years. Updates are generally needed every five to seven years. The planning process typically takes 12 – 24 months. The cost of the process for similar beach towns was in the neighborhood of \$35,000.

Commissioner Freer said the Town has been presented with information on AARP, Aging in Place and asked how he sees the two working together. Mr. MacLeod said it could be an element in the plan. He added it could be put into the proposal if the Town is interested.

DISCUSSION AND POSSIBLE ACTION ON CITIZEN ADVISORY COMMITTEE'S REPORT ON PARKING RELATED TO 2017 – 2018 BUDGET

Mayor Holden said he thinks action-wise parking should be done at the regular meeting. He stated people on both ends of the island have strong feelings on parking and the public should be able to address their concerns tonight. Commissioner Freer said the item is on tonight's agenda too. This was for budget purposes. Commissioner Butler said the purpose here was to identify potential opportunities and their cost to the Town. He would like to discuss them at tonight's meeting.

BUDGET SCHEDULE

Town Manager Hewett said everyone provided their calendars to him. His proposed schedule parrots last year's. He reviewed his proposed schedule based on the Board's availability. The Board was okay with the schedule.

Town Manager Hewett reviewed Fund Balance as of June 30th. We have four funds – the General Fund, the Water Fund, the BPART Fund and the Canal Dredging Fund. He reviewed the amounts in the funds. Of the BPART Fund, there is \$1.4 million that is escrowed with the County. He went over the funds as of November 30th versus the June 30th amounts. The end of the year Fund Balance is the important one for the Board. That is what is used to base budget decisions on.

Mayor Pro Tem Sullivan asked if this quarter shows the least amount in the General Fund traditionally. Town Manager Hewett said the least amount is probably December 10th. It goes up after that because of the amount of taxes collected at the end of the year. Commissioner Freer said the message he sees is that 40% is an important number. Town Manager Hewett said the Town was able to fund expenditures with FEMA reimbursement money this year. Commissioner Butler inquired if he could point out any risks compared to previous years. Town Manager Hewett replied that there is always a risk of a hurricane

wiping out the tax base. The Local Government Commission recommends you benchmark 8%, and recommends looking at other communities. Commissioner Freer said the Town can't rely on the BPART Fund to supplement that. He added the Town is making progress. He said there is a balance.

Town Manager Hewett explained how the goals are grouped on the handout. A homeowner, Lou Cutajar also submitted his goals; he provided a copy to the Board and in the back for the public. He stated the goal is to figure out what the goals of the leadership are in order to execute them into a plan for the Board's review. Commissioner Kwiatkowski said this is the first time everyone will see everyone else's goals. She thinks it is important to prioritize them and suggested scheduling a meeting to review how everyone categorizes the goals. Commissioner Fletcher asked if there are any that are in conflict with what we think we can do. Town Manager Hewett explained he didn't go through them in detail yet. There probably are some things that he would like to have elaboration on. He said obviously there is a desire to reduce sewer vulnerability. Working on the four lift stations only addressed 80% of the problem. We have missed fixing the snorkels on the candy canes. He said the fix would be to take them to base flood elevation. He thinks as a policy decision the Board will need to address if the Town will pay to retrofit snorkel assemblies or adopt something that it would be the responsibility of the property owners. The worst case scenario is the Town is looking at \$1.2 million expense. It will impact the consideration of the tweaking of our water/ sewer rate structure for HB 436. The other thing he didn't see addressed is the second water tower. In order to bring the rate structure into compliance, the law requires the process to be defensible in the public realm. He is recommending going outside and securing professional services on the market. Attorney Fox provided information on the new law. She said the general consensus of other municipalities is to use an outside consultant. Town Manager Hewett contacted Michael Norton of McGill and Associates to set up an introductory meeting to see what the requirements are to scope what the rate setting process is. They can do it for about \$7,500. They are doing the work for Sunset Beach and Ocean Isle Beach. He proposed this happens concurrently with the budget process. There is conflicting guidance that our enabling legislation could be overturned by the law. He would like to employ the Audit Committee, as authorized to conduct special studies as needed, to avail their skill set in reviewing whatever the external consultant comes up with. Attorney Fox provided information on the process. The expert will tell the Board this is the rate you can impose. The process needs to start now to meet deadline. Mayor Pro Tem Sullivan asked if future expenses get factored in (sewer). Attorney Fox replied yes. Town Manager Hewett said this will impact the Water and Sewer Fund in crafting the revenues and the expenses.

Commissioner Butler would like to get with Town Manager Hewett and review his goals with him. Commissioner Freer said that it might help doing it in a setting with everyone. The Board agreed to January 19th at 1:00 p.m. Town Manager Hewett asked if it is okay to reschedule Fran Way if he is available. The Board agreed. Commissioner Kwiatkowski confirmed the Board would be prioritizing the goals.

EXECUTIVE SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(3) TO CONSULT WITH THE TOWN ATTORNEY

Motion by Commissioner Butler to go into Executive Session at 10:31 a.m.; second by Commissioner Freer; approved by unanimous vote.

OPEN SESSION

Motion by Commissioner Freer to go back into Open Session 12:09 p.m.; second by Commissioner Fletcher; approved by unanimous vote.

DISCUSSION WITH CLARK WRIGHT OF DAVID HARTMAN WRIGHT, LEGAL ADVISOR TO THE BOARD WITH RESPECT TO BEACH PROTECTION AND OTHER ENVIRONMENTAL ISSUES

Mr. Wright discussed the Holden Beach Terminal Groin Fact/ Status Sheet (hereby incorporated into the minutes). He talked about the current permitting process. He said Town expenditures to-date total over \$637,000, the two largest items being the consultant Dial Cordy and for outside legal counsel that was retained by the Town to help in the application process. He views his role as one of providing a second opinion. He reviewed actions to-date. The Final Environmental Impact Study (EIS) is expected to be issued by the Corps within roughly 30 days. Once it is published, there is an additional 30 day comment period required by the Federal rules. It will generally have the selection of the preferred alternative. The Final EIS is not a permit. The Section 10/404 Federal Permit and CAMA permits are usually processed concurrently once the Final EIS is out and the 30 day comment period has passed. Attorney Fox clarified that after the EIS is issued, there is still a 30 day period for comment and then a period after that where the final agencies' decisions are made. Mr. Wright said he could get clarification on if the Town could not formally start the CAMA permit process until after the Record of Decision (ROD) is made for the Federal permit. Town Manager Hewett said that was his understanding of the process. Mr. Clark has been tracking Federal litigation filed by NC Audubon and SELC against the Corps and Ocean Isle. He talked about how it could affect the Town and other potential litigation. The ROD is the permitting decision on the Federal permit. He will get clarification on if the ROD and CAMA processes concurrently. He talked about possible related issues. He talked about potential effects of a terminal groin on the Town and homeowners. Attorney Fox talked about the upcoming process for the east end easements.

The Board would like Mr. Wright to provide them with a written product when the Final EIS is published.

Mr. Wright stated he thinks the idea of the establishment of a standing committee or board that looks at all pieces of the puzzle would be beneficial. He encouraged the Board to bring in people with varying points of view.

RECESS

At 12:54 p.m., Commissioner Kwiatkowski made a motion to recess until Friday, January 19th at 1:00 p.m. in this location; second by Commissioner Fletcher; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, JANUARY 16, 2018 – 7:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, January 16, 2018 at 7:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Mike Sullivan; Commissioners Pat Kwiatkowski, Joe Butler, John Fletcher and Peter Freer; Town Manager David W. Hewett; Town Clerk Heather Finnell; Police Chief Wally Layne; Public Works Director Chris Clemmons; Building Official Tim Evans; Shoreline Protection and Recreation Manager Christy Ferguson; and Town Attorney Noel Fox.

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

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Commissioner Kwiatkowski to approve the agenda; second by Commissioner Freer; approved by unanimous vote.

APPROVAL OF MINUTES

Commissioner Kwiatkowski would like to add that no action was taken to page 7, under the Real Property Gift Discussion.

Motion by Commissioner Fletcher to approve the amended minutes of the Regular Meeting of December 19, 2017; second by Commissioner Kwiatkowski; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Larry Blume said he would like to address item 15, to potentially remove "or sibling" from Section 30.25. He doesn't think many people would object to people serving on lower level committees. He said the with four year terms for the Board, there is potential for commissioners to resign. In that situation, the existing Board would have to select someone to take the person's place. Mr. Blume said he can see a potential problem if you remove the word sibling, the Board can potentially select a sibling to serve. He would like to see language to prevent the Board from selecting a sibling to serve on the Board of Commissioners.

Dolly Mitchell stated she is concerned about some of the items included in agenda item 16. Shoreline protection already exists. She is concerned about the structure of the Inlet and Protection Board and concerned that staff is being excluded in the way it is currently written. She asked who wrote the ordinance, where it originated and if it was run by the lawyers. Mrs. Mitchell said according to what is written it says the Commissioners will choose the seven members and will designate the chair, vice-chair and secretary. On the board she serves, they elect

those positions. She has concerns that the Board would choose those positions. It also doesn't delineate if a commissioner can serve on the committee. She said the language is written that you can be removed from the board with or without cause. She understands being removed for cause, but not otherwise. Mrs. Mitchell talked about the language that talks about the town manager and/ or his designee. She thinks there needs to be open communication. She said we have a Town staff that is highly qualified. Commissioner Freer said he thinks he will address most of the concerns when the item is discussed.

Karen Fleischhauer stated she is currently the chair of the Parks & Recreation Advisory Board (PRAB). Prior to the creation of the PRAB, she was a member of Shoreline Protection Committee. The PRAB section says the PRAB shall advise the Board and town manager on beach vegetation, fencing and other methods of protection for the beach property. She read from the meeting minutes of the first PRAB meeting. Town Manager Hewett requested that the board separate into two committees, the beach nourishment committee and the recreation committee. She said the minutes read that it was a staff recommendation to combine the Shoreline Protection Committee and the Public Area Improvement Committee because there is a significant amount of overlap in the interest of both groups. She asked the Board to approach the PRAB. Since she has been chair she hasn't had any feedback or requests from the Board. They did take a field trip to Coastal Transplants to see how sea oats were grown and she would be happy to report on that at a later date. Mrs. Fleischhauer said they already have a board and asked the Board to please utilize the people we already have in place.

POLICE REPORT – CHIEF WALLY LAYNE

Chief Layne said he is pleased to share that things are good on the island. Break-in season has not started yet. No major crime waves on the island. Now we are working on the budget.

Sheila Young asked for a report on the house fires. Chief Layne replied it was more than likely an electrical situation. He provided some details and said he is not sure if anyone will be able to determine the actual cause. Unfortunately, the houses here are close together. Mayor Holden said he had numerous phone calls in appreciation on how the fire was handled.

QUARTERLY BUDGET REPORT

Town Manager Hewett reviewed the chart in his slideshow. The blue blocks are the cash position where we are today. We are basically ahead \$1 million in the General Fund, ahead \$1 million in the Water Fund, the BPART Fund is almost half of a million and the Canal Fund is ahead about \$2 million. This report is as of December 31st. It reflects a large influx of water and sewer assessments that get paid with the property taxes. The report highlights that our cash flows are positive at this time of year, but it illustrates the time of year when we receive a lot of assessments and tax money. It is a requirement of the Fiscal Control Act that the first thing you need to do when developing a budget is to pay your debt service. We have in excess of \$3.6 million of debt service. As of the end of the 2nd quarter we have almost paid half of our debt services, 44%. You have to remember there is still \$1.7 million due in debt services. If anyone is interested in the line item detail, every month we post the Budget to Actual online. We are available to answer any questions anyone might have.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 18-01, RESOLUTION APPROVING BB&T SIGNATURE CARD

Town Clerk Finnell explained that Resolution 18-01 updates the current signature card by designating Mayor Holden, Mayor Pro Tem Sullivan, Town Manager Hewett and Fiscal Operations Clerk Lockner as the official signatories.

Motion by Commissioner Fletcher to approve the signatures on the bank card; second by Commissioner Freer; approved by unanimous vote.

DISCUSSION AND POSSIBLE NOMINATION OF A BOARD OF COMMISSIONERS' MEMBER TO SERVE AS THE AUDIT COMMITTEE CHAIR

Motion by Commissioner Freer to continue having Commissioner Fletcher serve; second by Commissioner Butler; approved by unanimous vote.

Town Manager Hewett said that today we had discussion on House Bill 436 and the requirement to have an engineer review and recommend a new fee schedule for water and sewer rates. The Board's consensus today was to get the Audit Committee to review and comment on the recommended fee schedule as it may come forth. He said we had technical difficulties with the recording today and asked the Board to reaffirm the consensus.

Motion by Commissioner Fletcher to approve Town Manager Hewett's request; second by Commissioner Freer; approved by unanimous vote.

BEACH VITEX REPORT

Building Official Evans said you can find a wealth of information about Beach Vitex online. He talked to the leader of the Beach Vitex Group, Ms. Branson. He also spoke to Mr. Westbrook who wrote papers on this and was one of the original folks involved. In 2006, the Town declared Beach Vitex in an ordinance as being something you shouldn't have. That was three years before Lowes stopped selling it and before it was considered a noxious weed in North Carolina. Ms. Branson said she is not sure if South Carolina ever declared it a noxious weed because it is native to Hawaii. There are several papers that talk about the fact that there were never studies done to verify it was an environmental hazard towards turtles. There were 12 communities that wrote ordinances based off the papers written by four individuals. He talked about other communities' ordinances, when they were adopted and the group that worked with Beach Vitex. He doesn't think any towns are going out and removing it. In 2013, the Town was notified that they wanted to do a survey here. We had 19 locations. We still have 19 locations. Building Official Evans discussed Beach Vitex and different methods he has researched about eradicating it.

Building Official Evans is not sure of the best course of action. There is no more money available in the program. His recommendation would be to leave the ordinance as it is. If people get it and it is identified, let them remove it. They may want to check with a lawn person or a horticulturist to see what the best way to handle it is. He said if his department sees Beach Vitex, they send the property owner a letter. There is one community whose ordinance prohibits it from growing across other people's property.

Commissioner Fletcher asked if there is a regulation saying it is illegal to grow it or transport it. Building Official Evans responded that is why you can't buy it. It got on the noxious weed list and it can't be sold in North Carolina. Commissioner Freer asked about the 19 locations. Building Official Evans said it hasn't spread, but it was treated once a couple of years ago. They also hired an outside contractor that did a couple of sites. He said it will definitely grow out there. He said it was brought here for erosion control. Commissioner Kwiatkowski said her perspective is that it is still in all of these locations and it is an invasive species that will continue to spread. She asked if letters will be sent to the 19 property owners and if the letter will contain a recommendation that they seek a horticulturist or professional advice on appropriate eradication. She would hate to see owners taking whatever they can find on the shelves at Home Depot or Lowes and whacking away at it with something that may have no control characteristics for this particular plant. Attorney Fox stated the Town has enforcement

capability through the current ordinance. She is not sure what the Board would like to do, but you do have the authority to enforce the ordinance as it is drafted now, which says to remove it. She added that guidance could be put in the letter. Building Official Evans said everyone who has it is aware that they have it and that the ordinance exists. There just isn't grant money anymore. They can send letters to them all and recommend they get a hold of a landscaper or horticulturist. He said that wouldn't guarantee they go that route. He doesn't think the ordinance needs to be changed.

REPORT ON SPEED REDUCING DEVICES FOR SHELL DRIVE

Building Official Evans said the Town had a gentleman who requested a speed bump on Shell Drive at a previous meeting because people are turning around down there because of the west end gate. It is not a new problem. Our ordinance reflects it's been an issue since 1989. He has talked with several planners who don't feel speed bumps are effective. He has been with municipalities who tried to deploy them and he doesn't think they are effective. They are noisy. The gate was designed by DOT. DOT originally would only allow one sign at 500 feet. Now they may let us have another sign at 1000 feet. We also have a share the road sign that seems to block the sign. DOT said they would move that sign back. We are hoping to get an informational sign on the DOT right-of-way that shows what the directions are when you get to the gate. He said we are also trying to get writing on the road to show where people should go. Building Official Evans thinks if we can limit what gets down there, we can improve the traffic. He added the dead end street signs are halfway down the street and they need to move them up.

DISCUSSION AND POSSIBLE SCHEDULING OF A DATE TO INTERVIEW CANDIDATES FOR VACANCY ON THE PLANNING AND ZONING BOARD

Town Clerk Finnell said there is a vacancy on the Planning & Zoning Board. She suggested setting up interviews at 6:45 p.m. on the day of the next Board meeting.

Motion by Commissioner Fletcher to set up interviews at 6:45 p.m. on the day of the next Board meeting; second by Commissioner Freer; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON RECOMMENDATION FROM CITIZEN ADVISORY COMMITTEE REPORT ON PARKING FOR IMPLEMENTATION PRIOR TO THE 2018 BEACH SEASON

Commissioner Butler thanked the Community Advisory Committee (CAC) for their work. He said parking is a challenge. He identified phases based on the committee's report. He said after Phase 1 it is a good idea to step back and see if it works before proceeding. He believes the action steps in Phase I are certainly doable and can be implemented before the summer season starts. He reviewed the list which includes develop a map that shows parking locations and amenities; and provide signage at the bottom of the bridge as to parking locations, to include signage at the locations. He suggested that the signage be distinguished by color or shape. Other items include better utilization of current parking through the use of parking space markings and dividers; and property owners have the option to preserve their property to have an item in the right-of-way to clearly indicate to the public that this area is not approved parking. He suggested that the height of the item should not exceed three feet because that could create the possibility of a safety hazard. Additionally, if any Town ordinances are impacted by the changes we should revise those accordingly. We should develop a communication plan regarding the parking revisions. Police enforcement and monitoring is required to support implementation of the changes to include visitor guidance. Changing parking violations to civil offenses, allowing the Town to keep the fines was also on the list. Funds collected would help offset additional seasonal staff to serve as parking compliance officers.

Commissioner Butler said those are the items in the initial Phase 1.

Commissioner Butler said after the summer season the Town should identify if these recommendations worked and identify additional recommendations. In 2019, if it is determined to be necessary, we can have the CAC investigate other potential land/ properties that can support additional visitor parking. He explained it would be good to implement Phase 1 before looking at potential properties. You could also look into the conversion of Town owned properties to help support the parking if needed. There are other things that the Town can do down the road like identifying the next phase with the support of a third party to investigate the possibility of increasing available parking in the Jordan Boulevard area. Sometimes when he goes by he sees people who bring their boats in have a hard time finding parking. Maybe we can investigate redesigning that area, including the boat part. Commissioner Butler said the other item on the list is after reviewing the effectiveness of the changes, if necessary, have no parking in the right-of-way. He said there is an inconvenience associated with doing that. There was a suggestion that if it was implemented that maybe if the owner had to park on their own property if they had a hurricane sticker, it could prevent them from getting a ticket.

Town Manager Hewett said off of the top of his head the maps would be an easy task. We will need to check with the DOT regarding signage at the bottom of bridge since it is a DOT road. He is not sure how many markers and dividers are being discussed, but we haven't budgeted for that in the Streets' budget. It would need to be looked at and sourced. He said in regards to allowing the Town to keep the fines for civil offenses that is an attorney question. He tells the Police Department all of the time, when you sell a Police Department vehicle, the funds go to the General Fund for re-appropriation throughout the Town and they don't get to keep the money. He said he would caution the Board because it could easily turn into there is a bounty on parking tickets.

Commissioner Freer said his observation is there are some low hanging fruits that the Board can direct to be done. He thinks some affect ordinances and some he has questions on. He asked if the Board should treat each one individually and figure out how to implement this. He talked about the signage needed. Mayor Holden asked who is going to review the current ordinances to see the problems with implementing the proposed changes. He said since the Town began from what he remembers, the Town's philosophy on parking on the streets is different from what this reflects. He said if he is reading correctly it encourages the neighborhood to be non-parking. Mayor Pro Tem Sullivan said he thinks what the committee believes is that if you follow the ordinance as it is written now, it doesn't require a change, except for the height. Anyone who wishes could put a planter or post and rope to keep people from parking adjacent to their house in the right-of-way. Chief Layne said there are several properties on the island that do have that circumstance. They have their property roped off so people can't park on them. Building Official Evans said unless it is deemed a nuisance, they can't make them remove it. Attorney Fox recommends that if the Board as a whole is comfortable with the items in the summary in the packet that they ask staff and the attorney to report back at the next meeting for a review of the items. Commissioner Butler said he does think there are some low hanging fruit. He said if you read the current regulation, item 4 encourages you to put that stuff there. He said when he rides throughout the island, he sees the little fences all over the place. Attorney Fox agrees that it is encouraged in the ordinance. She said the only question is if a fence is part of landscaping.

Motion by Mayor Pro Tem Sullivan that we submit to the Town and the Town Attorney the proposals that we have and they can come back to us with the feasibility of implementing them.

Commissioner Kwiatkowski asked for verification that he is looking for items 1 – 9 to be addressed individually. Mayor Pro Tem Sullivan answered yes. Town Manager Hewett said he is assuming the motion is for Town Staff and the Town Attorney. Mayor Pro Tem Sullivan confirmed yes. He also asked that when the cost of the cement bumpers are being researched, if the cost of just painting lines could be determined.

Commissioner Fletcher seconded the motion. The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE ACTION TO REMOVE "OR SIBLING" FROM 30.25 COMMISSIONS, BOARDS, AGENCIES AND AUTHORITIES

Commissioner Freer said there was an excellent suggestion during the comments, that wasn't the intent, but it was a great observation. He asked Attorney Fox if the scenario described about a vacancy on the Board of Commissioners during public comments would apply to the proposed change for Section 30.25. His understanding was that it would only apply to the various boards advising the Board of Commissioners. Attorney Fox said the Town would appoint a new commissioner pursuant to the state statute. The manner in which that was done would be a public process. The Board would determine how they would seek applications or if they would appoint someone. Attorney Fox said the wording is that people that are appointed or elected by the Board. She suggested adding language that excludes the appointment of a commissioner.

Motion by Commissioner Freer that we not only remove or sibling, but ask the attorney to develop language that excludes the appointment of a vacancy in the Board of Commissioners.

He clarified that he means the whole ordinance shall not apply to a vacancy on the Board of Commissioners. Commissioner Fletcher asked for verification that this wouldn't preclude the Board from electing a brother or sister of the member who is leaving. Attorney Fox said that commissioner wouldn't be on the Board anymore so it wouldn't be an issue. She provided an example of how the ordinance would be applied.

Town Clerk Finnell read the motion. Attorney Fox said she thinks it should be language saying that shall not apply to the Board's appointment on a vacancy on the Board of Commissioners. She said she will send the language to Town Clerk Finnell.

Commissioner Freer agreed that was fine as the motion; second by Commissioner Fletcher.

Town Clerk Finnell read the motion - Remove "or sibling" and ask the attorney to develop language that says this shall not apply to a vacancy on the Board of Commissioners.

The motion passed by unanimous vote.

Commissioner Kwiatkowski asked for a five minute recess at 8:26 p.m.

DISCUSSION AND POSSIBLE ACTION TO ESTABLISH THE INLET AND BEACH PROTECTION BOARD

Commissioner Freer said if you were in this morning's session the Board heard from our environmental attorney. It is a very complex situation as far as the inlet, beach nourishment and the terminal groin. He is of the opinion the Town needs to focus on that and have a specific board to do that. Commissioner Freer said he took the ordinance that created Planning & Zoning and modified that to address what he thinks needs to happen for the beach and inlet. Since then, he has spoken with Attorney Fox. She and our environmental attorney recommend that we don't do this version.

Motion by Commissioner Freer to create a five-member advisory board to give guidance to the Board of Commissioners on issues related to long-term planning and management of inlet dredging and shoreline protection issues and to direct the Attorney to draft an ordinance and work with the Town Clerk and the Town Staff to have the ordinance that the attorney will develop on the agenda for next month. He added also obviously we need to revise the Parks and Rec (which it is kind of interesting it is called Parks & Rec and not anything more

than that) Advisory Board Ordinance 13-02 (which was referenced in the comments) to remove that responsibility relating to beach vegetation, fencing and other methods of protecting the beach and property. The motion was seconded by Commissioner Fletcher.

Mayor Holden asked Town Clerk Finnell to read the motion. Town Clerk Finnell said motion to create a five-member advisory board to give guidance to the Board on issues related to long-term planning and management of inlet dredging and shoreline protection issues and to direct the Town Attorney to draft an ordinance and work with the Town Clerk to have the ordinance on the agenda next month. Also revise the Parks & Rec Advisory Board Ordinance 13-02 to eliminate their responsibility related to beach vegetation, fencing and other methods of protecting the beach and property. Commissioner Freer said he wanted to add Town Staff.

Commissioner Kwiatkowski asked if based on the proposed ordinance if there is a necessity to review what's in the Planning & Zoning section in terms of housekeeping. Commissioner Freer replied no, he is asking the Town Attorney to develop new language. Commissioner Sullivan asked that since the Board is changing what is on the agenda to a different item that the Board not vote on whether to establish the board, just to vote on having the attorney draft something that the Board can address at the next meeting, not voting on the establishment of the board at the same time.

Mayor Holden asked if Mayor Pro Tem Sullivan is making a substitute motion.

Motion by Mayor Pro Tem Sullivan that instead of voting on the establishment of the board and having the attorney draft something that would fulfill the obligations of the board (state the obligations of the board), that we merely vote on having the attorney draft the recommendations of the establishment of the board and its duties.

Commissioner Freer asked if the Board would be able to adopt the ordinance the attorney would propose at the next meeting. Attorney Fox replied certainly if it was a unanimous vote, you could adopt it. It is being discussed at this meeting; the first time the subject matter is introduced is the rule of thumb on the voting requirement for adoption.

Commissioners Freer and Fletcher agree with Mayor Pro Tem Sullivan's substitute motion.

Commissioner Freer said he just wanted to make sure it can be adopted at the next meeting. Town Clerk Finnell said it can be presented as an ordinance since we are receiving Board direction if the motion passes. Attorney Fox said it can be modified if the Board chooses at the next meeting.

Commissioner Kwiatkowski seconded Commissioner Sullivan's motion.

Mayor Holden recapped the motions.

Town Manager Hewett asked if it should also include modifying the Parks & Rec ordinance, so there will be two different actions coming forth.

Mayor Pro Tem Sullivan amended his motion (to include two ordinances), with the Commissioners agreeing with the amendment.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE SCHEDULING OF A DATE FOR A SPECIAL MEETING TO HOLD AN EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

Commissioner Kwiatkowski said since there are three new Board members and part of the responsibility of the Board is to evaluate the performance of our town manager, she was wondering how they would go about understanding how the performance appraisal is done. She asked for some guidance from Attorney Fox and was advised a possible way to proceed is for the Board to have a closed meeting to go through how the performance appraisal process works, discuss it and come to an agreement on the how the Board will do the appraisal.

Motion by Commissioner Kwiatkowski to hold at a future date to be determined based on availability a closed session to consider items relating to personnel matters, specifically methods and procedures for evaluation of the town manager's performance; second by Commissioner Freer; approved by unanimous vote.

Commissioner Kwiatkowski hopes to get this done by February 9th. She asked Town Manager Hewett to get the Board's consolidated calendar to Attorney Fox.

TOWN MANAGER'S REPORT

- Still hasn't heard anything on the flood map status.
- Lockwood Folly Inlet Dredging - in regards to the Corps' effort with the Murden, the County has forwarded their \$168,000 to NC DEQ to be passed through the Memorandum of Agreement to the Corps. A letter requesting one half of the contribution, which is \$84,000, is forthcoming to the Town. Will be bringing that to the Board prior to releasing the funds to the County, even though the funds are in the budget. At this point in time the dredging is scheduled to be performed by the Murden, a hopper dredge. Understands it should happen the first week in February. Sand placement will be placed in the near shore of Holden Beach, somewhere west of Amazing Grace. Has been a piggyback investigation by the County to see if the potential for economies of scale exist between the Kure Beach and Ocean Isle Beach Shoreline Protection Project (when the big dredge comes by can we get them to clean out the inlet). That isn't looking like a practical exercise at this point and time. Looks like it will prove to be logistically impossible to get done. On the County's agenda for tonight Oak Island was requesting a letter of support for them to be added to the SDI-5 permit. Has expressed concerns to the County Chair, Vice-Chair, Manager and Assistant Manager that he was not aware of Oak Island communicating with the Town in order to get our input on being added to the permit. The item has been removed from the County's consideration tonight per the County Manager. Will make time for Oak Island and Holden Beach to communicate on that issue. Commissioner Butler said that it is scary they can do that without communicating.
- Water Line Testing – cold weather stymied us from getting the third section of pipe out of the ground. There was over 100 water line breaks. Probably will have a second wave of that. The pipe will be sent off for testing.
- Lift Station IV Upgrade – Mr. Green has been coordinating with Building Official Evans and Public Works Director Clemmons in getting some preliminary druthers out of the way. They installed a temporary SCADA system in Station IV so our operators can become familiar with what they would like to see and how to use it so the input can be included in the solution of the hard scope. The ORC likes it.
- BEMC is going to be starting a streetlight replacement project shortly after Easter. Will swap out all 200 + streetlights on the island. New lighting is LED lighting. Height will be the same height as the existing poles. If you want to see an example, they will look like the one on the corner of the church. Target is to be finished by Memorial Day. The light bill will increase by about \$500 a month. Will have a budget impact. Lights are turtle friendly. Ocean Isle Beach has had theirs in place for a while and have received nothing but positive feedback.

- FEMA Reimbursements - still waiting on the final inspection on Irene. \$100,000 is being held, waiting on someone to come down and inspect it. Continuing to process our Matthew reimbursements requests. We received notification of an additional \$42,000 that was approved this week.
- Audit Committee meeting will be January 24th. Committee will review the audit so the Board can receive the audit at the February meeting. Will also introduce the tasker for HB 436 at the meeting. We have been waiting for the Local Government Commission's approval on the audit. Audit was completed on time.
- All of our Concerts on the Coast have been booked through Labor Day.
- Valentine's Day is the Town's 49th birthday. Will be an ice cream social. Would like to work with the Parks and Recreation Director to make a big deal for the 50th anniversary next year.

MAYOR'S COMMENTS

- Asked about the times for the schedule approved at the Budget Meeting. Town Manager Hewett reviewed the times set, but said a time wasn't set time for March 30th. The Board agreed to 9:00 a.m.
- I respectfully reminded Commissioners not to seek out, solicit, represent in any way that they represent the Town's direction and desire without first having been given a directive by the Board to do the same. Offering employment is an example. The Town Board consists of five Commissioners and the Mayor. Circulation of information should include all members of the Board, all six members not just a majority vote group. I am concerned that the major decisions are being forced before all commissioners have been advised of all the facts pertaining to subjects being acted upon. Example: duplication of attorney services, duplication of board and committee assignments. Board members need time. Media contact has Town policy and guidelines. Misinformation can cause much harm. Negative, erroneous information hurts the island. The Vitex scare and media attention last year is a prime example. Meeting agenda – considerations of time and order of subjects should be better planned. The three minute rule for our speakers - the speakers have a right to ask for an extension and the majority can give that extension. Two years ago a new Board took their places and implemented rules and guidelines on how they wanted to operate. They changed many things and one of those things they wanted clearly, more defined was the three minute rule. My recollection is that three minutes was the limit anyone could talk, clear and simple. What has happened since that was implemented is that some speakers get to continue and nothing is ever said about the three minute rule and here tonight we had a strong arm enforcement of the three minutes, which is perfectly correct. However, one Commissioner cannot curtail a speaker. That speaker, unless you changed the rules, has the right to ask for an extension. The majority of the Commissioners can either give it or decline it. We have three new members that are learning the rules and regulations. Knows that the newly elected members met with the Town Attorney and have been to class. Commissioner Kwiatkowski said the governance class is in February. Mayor Holden said we are passing these very important rules and regulations. We ultimately now have three attorneys. Today in our meeting it was admitted that some people didn't know that we had two. We are moving too fast. This is just my observation. This term will make 20 years of serving on Town boards. Knows a little bit about it. Knows with the new rules and regulations adopted at the beginning of the term of the previous Board, everything he does was stripped away with the exception of banging the gavel. Doesn't get any involvement. Information is circulated and I get a proposed ordinance that's on the agenda with no information of any kind. Comes to the meeting, chairs the meeting and in five minutes sometimes we have passed new ordinances and I don't know what is going on. That's well and good if the Commissioners want to proceed that way. Can live with it because will do whatever you guys tell me because I have no power. That's fine if you don't want any input from me. I'm just pointing it out since you are starting a new two year term, if you want anything from me, will be more than happy to work with you. If you want to ostracize me that is well and good too. Have more than I can do elsewhere. Asking and offering to you if you want my input and help I will give it, if you don't just keep treating me the way you are. Whenever you are disseminating information amongst yourself and I am not saying everybody is, I am just saying it looks like

some know a whole lot before coming to the meeting. Maybe I am the only one who doesn't know or maybe there is another Commissioner or party that doesn't. There needs to be a Board of six, not a Board of five and not a group of three. Kept my mouth shut for over two years and said I wasn't going to do it that way two more years unless you want me to. Didn't want to talk to any of you Commissioners individually because I wanted to say it in front of everybody so it wouldn't be misinterpreted. We have five very talented, smart people on this Board. The people have chosen you to be here and I am more than happy to work with you, but with no contact, I would swear on a bible that in the last two years I had less than 12 phone calls from the Commissioners during the whole two years, but I have the pleasure of having an office on the corner that everyone stops by and gives me a piece of their mind. I have nowhere to hide. I am available 24/7. A lot of times I am getting blown out for things I don't even know about. But then when I come to the next meeting I find out what it is about. I am just asking you Commissioners since we are starting out anew, we are a new family, to please at least tell me what's going on if you don't want my input so I can help defend the Town because unless things have changed the Mayor is the one that is supposed to interact with the news media and the Town Manager. No one is supposed to go out and seek employment on behalf of the Town unless the Board has approved it. You will pick up some of those things when you go to school and the two of you that have been on the Board for two years know a lot of that and I just am asking you if you don't like some of the things on the book then change it, but if there are things on the book you agree with, let's live by what's on the books and run our meetings that way. I have thick skin and can take a cussing and gets cussed out all of the summer and most of the winter because what happens in the Town and in my business, I am very accessible. Would like to have a more open, more unified effort in trying to run this Town as good as we can. Knowing how smart all of you are and how well intended all of you are there is no reason why we can't do it. Thank you all for being here.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Sullivan

- Wanted to commend the people who came this morning and actually stayed the whole time. It was a long and tedious meeting and you deserve some recognition and credit for that.
- Was remiss in the comments last month. Didn't thank the rest of his colleagues for electing him Mayor Pro Tem. It would have been easy for them to go a different way. Appreciates that they did vote for him. Appreciates the people who show up here. It would make it easier for the Board to do their job if more people would come out and tell them what they expect them to do and what they would prefer for the Board to do, especially on the close items. Thanks for being here. Is not preaching to the choir, appreciates the choir.

Commissioner Kwiatkowski

- Thanked everyone for coming. Appreciates when people get up at the beginning and talk to the agenda items and gives their opinions. Hopes knowing that you can have more than three minutes will encourage more people to get up and say I am going to need longer because she knows sometimes people are put off by trying to discuss what needs to be discussed in three minutes so they say I just won't bother. Hopes everyone appreciates that there is longer. Will be reviewing our methods of operating next month after the three new members have the course in governance. That was decided in December. So there will be a lot of things that can be revisited such as that topic.

Commissioner Butler

- We had such frigid weather. Had the honor of witnessing a town in action. A neighbor across the street had a water pipe that broke. Went over there to see if could shut it off, but water was running down the side of his house. Called the front office and was told she would call and dispatch the maintenance group. Within 10 – 12 minutes, those guys were there. Front desk contacted maintenance. They shut the water off. They

were up to 30 pipes that broke that day, which increased tenfold. Thanked the maintenance crew and Town staff for their help. Also, the Police, the roads were icy and they were out there doing their tours. Also, the Tri-Beach Fire Department, those guys do a wonderful job. It was about seven degrees that night they were out there pouring on those houses.

- Thanks for attending.

Commissioner Fletcher

- Concur with the comments, especially about staff. All of the first responders are working in 10, 15 degree weather, pouring water. The front yard of those two houses looked like an ice skating rink. Public Works Director Clemmons with 100 water breaks, in addition to his job. Those guys are out there in the that kind of weather handling water breaks, they should be applauded. Staff across the Board does a great job, but they are really being called on right now. Appreciates their support.

Commissioner Freer

- Concur with the great work of staff. In the morning meeting there was a handout, he would encourage people to get it from Town Clerk Finnell. It has lots of information that everyone should have.

PUBLIC COMMENTS ON GENERAL ITEMS

Sheila Young said she should have spoken earlier, she didn't realize how involved the idea about adding another committee/ board that deals with shoreline would get. She said Mrs. Fleischhauer did an excellent job speaking. When the Town had the Shoreline Protection Committee before she was the chair. Mrs. Fleischhauer took the minutes to help out until she went back to work. Mrs. Young thanked the Board for not acting to establish a new beach protection board tonight. She suggested the Board look at original charge to the Shoreline Protection Committee, which was disbanded when the Parks & Recreation Advisory Board (PRAB) was established. She also suggested they look at the original charge for the PRAB. She asked them to not act quickly until you see the whole ramification. Ms. Young thinks it may have impact on Shoreline Protection and Recreation Manager Ferguson's job. She said we wouldn't want to take away some of the enthusiasm of the people who are now on the PRAB. She believes some joined because they were interested in shoreline items.

Woody Tyner said he would like to echo Mayor Holden's comments about the agenda. He referred to the hiring of an attorney item from last month's agenda and stated it would help the public to have some more details behind some of the stuff that is going on. Especially if the Board replaces major items on the agenda. He said it would help people support what the Board is doing if they could understand what is being done.

ADJOURNMENT

Motion by Commissioner Fletcher to adjourn at 9:17 p.m.; second by Commissioner Freer; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING, RECESSED FROM JANUARY 16, 2018
FRIDAY, JANUARY 19, 2018 – 1:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina reconvened their Recessed Meeting of January 16, 2018 on Friday, January 19, 2018 at 1:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Mike Sullivan; Commissioners Pat Kwiatkowski, Joe Butler, John Fletcher and Peter Freer; Town Manager David W. Hewett; Town Clerk Heather Finnell; Building Official Tim Evans; Public Works Director Chris Clemmons; Shoreline Protection and Recreation Manager Christy Ferguson; Fiscal Operations Clerks Margaret Lancaster and Mandy Lockner; and Detective Jeremy Dixon.

Mayor Holden reconvened the Special Meeting of January 16, 2018.

BEACH MANAGEMENT ACTIVITIES – FRAN WAY, APPLIED TECHNOLOGY AND MANAGEMENT

Mr. Way gave an overview of beach nourishment on Holden Beach. He provided background on some of the problems in the 70's, 80's and 90's. The east end is the most erosive. The central reach is a mildly erosional area. The west end is categorized as stable, but can be erosional. He reviewed facts from the NC Beach Inlet Management Plan.

The Central Reach Plan (CRP) was just completed about a year ago. The Town has many permits relating to beach management activities. Annually those permits are monitored to make sure they are active. He said it is much easier to modify a permit than to apply for a new permit. Ongoing projects include the Terminal Groin Project, the Shallow Draft Inlets Project and the static vegetation line/ development line. The Town has been really good at maintaining a healthy, robust dune system. It took a beating during Hurricane Matthew. FEMA does realize the importance of those dunes and has been helping out. Annual monitoring and data collection and reporting is how we track how healthy the beach is and see what areas are erosional. It also keeps the Town eligible for FEMA engineered beach projects. The Board talked about the Town being an engineered beach. Mr. Way stated that Federal projects include the Lockwood Folly Inlet Crossing, the Lockwood Folly Outer Channel Dredging and the 50-Year Project.

Mr. Way explained that the offshore of Holden Beach is relatively sand starved. We did find some for the CRP, so there is some, it is just difficult to find. He showed a slide with the offshore areas for further study. He talked about finding the CRP borrow area and showed a slide of it. Now that the Town did a successful project, he thinks we could go back and look a little further off the three nautical mile limit line that they looked at for the CRP. Mr. Way talked about how we retrieved the data for the CRP. He reviewed the timeline for the CRP. Hurricane Matthew did a bunch of damage to the dunes, but having a healthy dune system works during storms to help absorb that energy. The CRP borrow area could be used again, it still has 500,000 – 600,000 cubic yards left. Oak Island has expressed an interest in the area and there are no rules against that. Town Manager Hewett added that the 500,000 cubic yards was the walk away amount when we finished the project. We have no idea what kind of recharge will occur, if any. Mr. Way said from a planning perspective the CRP could last 10—15 years,

assuming there are still some minor projects to augment it. A few major storms could really knock that down, but based on historic erosion and how the beach has performed we are hoping it could be a 15 year project. We will keep an eye on it from year to year. The permits are good for five years, but then you can get extensions. He explained the different permit mechanisms. Town Manager Hewett said we have three active Corps' permits (CRP, Turkey Trap and the general permit for Lockwood Folly Inlet piggyback). All have rider permits that go along with them. He works with Mr. Way to keep them current. Mr. Way said they review them when they do the annual monitoring report. He showed a slide of the Lockwood Folly Inlet. He talked about what types of vessels can work in the different areas. He showed a slide of the 2017 Lockwood Folly Inlet Crossing Project. Mr. Way discussed potential and historic borrow areas. He showed pictures from a truck haul project. The material is a little darker, but can bleach out. Truck haul projects are a lot more equipment intensive than offshore dredging. It is a good tool to have in your toolbox. We do have the Turkey Trap Road site ready to go if we need to use it. The Final Environmental Impact Statement is being worked on for the Terminal Groin Project. There is material in the other offshore borrow areas. Their recommendation would be to look at the data again to find another borrow area offshore. He thinks it would make sense to start looking in the next year or two. Town Manager Hewett and Mr. Way talked about how long the data is good for. Mr. Way showed slides and provided information about seismic investigation and seismic data.

GOALS AND OBJECTIVES

Commissioner Kwiatkowski suggested that after going through the items on the Goals List (hereby incorporated into the minutes) the Board assign each one a number: must have - 3, should have - 2, nice to have - 1 and 0 - wouldn't give it a priority this year. She said they could be tallied and then the Board can decide how to move forward. Mayor Holden asked Commissioner Kwiatkowski to lead the Board through the process. The Board numbered each bullet in each section.

General Management

1. *Limit growth of annual operating budget to increases in taxes from new homes being built* - Town Manager Hewett said on an every four year basis, there is a revenue neutral calculation done, so if we are only talking about increases in taxes from new homes, wouldn't that serve to ignore possibly the increases in taxes that may result from an increase in property values from year to year. Every year the tax base changes up or down. More importantly to the point is that ad valorem taxes are not the only revenue in the General Fund. There is a host of other revenues that go into that General Fund pot. One specifically is the local options sales tax. It is annually and repeatedly under attack. That's \$100,000; if that state distributed revenue goes away it may impact it from a revenue side, assuming you want to keep services the same. He explained why tying it to just the ad valorem tax might be restrictive. He asked if this is a way of saying no tax increase. Commissioner Fletcher said yes, this would enable you to grow the budget for the Town, based on all of the income from the new homes. He would like to limit any growth in the operating expense to the tax amount brought in from the new homes. He doesn't want to spend any other increased revenues in the General Fund. He would like to have more protection in the General Fund in the event something bad happens on the island.

2. *Limit future borrowing and tax increases and direct funds flow to General Fund when long term loans are repaid. Objective is to improve the General Fund ratio for payment of Town's operating expenses* - Commissioner Fletcher explained his basic purpose is as we pay off debt as a general policy, that amount would go to growing the General Fund. Town Manager Hewett asked if that can be correlated to the Fund Balance Policy we established last year that establishes a range of 40% - 70% as the desired range and when you get over 70% those funds would be contributed to the BPART Fund. Commissioner Fletcher responded he thinks it does. When we get to the 70% in the General Fund he will be as happy as a lark and the excess money would be put into the sand fund to protect for the 10 year plan to refurbish the beach. Mayor Pro Tem Sullivan said if this was adopted,

you wouldn't be able to spend the money that you don't have to use for the debt service on fixing the roads or doing something else. It would just go into the General Fund. Town Manager Hewett said you already have that policy in place. If you are not spending money, by practice it falls into Fund Balance. Mayor Pro Tem Sullivan provided an example of what he understands. Commissioner Fletcher responded he doesn't want to spend funds on additional items until the fund is grown to 70%. Town Manager Hewett said it is roughly 40% right now. When we crunch the numbers we will have an estimated Fund Balance Ratio. It will take several years to get to 70%.

3. Update of the Town Land Use Plan (LUP) and concurrent review and as needed update of Town ordinances – Commissioner Kwiatkowski had taken a look at the LUP and saw that it is time to update the plan. She said they have all discussed there are changes that needs to be made. She believes the Town should start the update in the upcoming budget. Town Manager Hewett said we heard \$35,000 as an estimate on the cost. It is a common practice to spread the cost over two years. The agreement could be structured to reflect that. He will put it into the budget if it gets a high score once the Board tallies their items. Once the budget pasts, he will coordinate the development of a contract.

4. Debt service & 6. Maintaining/ increasing the BPART Fund coupled with desire to decrease taxes by two cents – Mayor Pro Tem Sullivan said when he originally submitted his goals, he submitted one issue and it was broken into three. He said we as a community decided to invest \$15 million into the CRP. In order to do that we borrowed \$12 million and took roughly \$3 million from the BPART Fund. Hurricane Matthew came along and destroyed the beach. He said we applied to FEMA for reimbursement and asked about the totals. Town Manager Hewett said we received about \$2.5 million and talked about what's left. He said he thinks the important number is we have about \$5 million cash to work with in terms of escrowing or using as a pot to draw from in order to reduce taxes. He said that includes the FEMA reimbursements that have come in. Mayor Pro Tem Sullivan said we received \$2.5 million that we didn't know we would have. The people of the community absorbed, depending on your house, somewhere in the neighborhood of a 40% tax increase to fund the CRP. His proposition is the Town could give the taxpayers a two cents reduction on their taxes. It would cost \$260,000. He said if the Board all agrees that they won't spend a nickel more than the revenue they take in and what we have now, he won't argue about the reduction, but if it is going to be spent on anything else, he believes it should be spent giving the taxpayers back some of their tax increase. He is proposing doing it this year and as long into the future as makes economic sense. Town Manager Hewett said there are a couple of interrelated pieces to that. He would like to run the numbers to see what that does if that is how the Board would like to proceed. Commissioner Freer agrees, we run the numbers. He said if there is an overage, he agrees. He said the next bullet is to increase the General Fund and BPART and do in a way not taking from one and increasing the other.

5. Increase both General Fund and BPART Fund reserves without transfers from other accounts - Town Manager Hewett said in relation to Item 5, the transfer from the General Fund to the BPART Fund is directly correlated to the tax increase, so that amount is specific and relevant to the debt service payment. Commissioner Freer agrees. Town Manager Hewett said there are transfers from other accounts to the General Fund, canal dredging. In the year of execution, it is to reimburse the General Fund for expenses associated with providing support to that canal dredging fund effort. We budget it, but we don't actualize that programed expense until the year of execution. It was not transferred last year since there was not a project. You always budget like you will have a project. Commissioner Kwiatkowski said so what he is saying is increase both General Fund and BPART Fund reserves without transfers from other accounts other than after a project is executed. Town Manger Hewett said that is canal dredging specific. He wanted to explain that for clarity. Commissioner Kwiatkowski asked how much effort goes into the calculation of when you when increase/ decrease the tax rate. Town Manager Hewett said the revenue neutral calculation is a fairly easy calculation. Even though we are not required to, we do it just so we know what the tax rate should be in order to collect the same amount of revenue as the last year.

7. *Other key infrastructure requirements to be included in a reserve fund and funded separately* – Town Manager Hewett said when you are talking about a reserve fund, that practice will be counter to your desire to increase the General Fund, BPART Fund and Water and Sewer Fund. If you are talking a reserve fund there are specific rules that go along with establishing them. He explained how the amount in the Unobligated Fund Balance works. If you start pulling funds out of the General Fund for a Reserve Fund you are decreasing your flexibility. Commissioner Butler asked what is in place to monitor the lifespan of the HVAC system in the building. Town Manager Hewett responded when they break, we fix them. We are out of the warranty life cycle. We have 13 units. We have not budgeted a repair and replacement program. We need to start budgeting to replace two a year in the Operations budget. Commissioner Butler said that is what he is accustomed to. He said if you identify it and it doesn't occur you have a windfall. If it does occur, funds are available. Town Manager Hewett said the Operations, Maintenance and Repair budget is close to \$50,000 per year, but it includes things like insurance payments and the light bill. The building is 10 years old; we will need to start putting things like that in the line items budgets. Commissioner Kwiatkowski said so you are saying it is better to have an annual line item that you budget, rather than creating a separate fund. Town Manager Hewett said you budget for it and in the years we don't have to replace it, it doesn't get spent. Commissioner Freer said he thinks the point he is making is we have some assets that are aging. Maybe we have to up the 40% to cover these assets. Town Manager Hewett said when you put it in the Operations budget as expense lines it is going to drive that Reserve Fund Balance down. You can't obligate it and count it as Fund Balance Available. Commissioner Butler would like a list of all those items. Mayor Holden commented that there are 13 original units and two more were added.

8. *Review of spending limits, along with authorization process* – Commissioner Butler asked if the Town has spending limits. Town Manager Hewett explained the budget ordinance is the spending plan. All expenses are pre-audited. Department heads need to approve any budgeting expense. Expenses cannot exceed the appropriations by law in a particular line item in the budget ordinance. Commissioner Freer asked if there is a limit where Town Manager Hewett has to go to Board. Town Manager Hewett said that is a twofold question and it gets into construction law because there are formal bidding requirements. Outside of that, the budget ordinance is the barometer.

9. *Budget monitoring process to include latest estimate budget reporting* – Commissioner Butler asked how often we review the latest estimates in spending. Town Manager Hewett replied the Board gets a quarterly report. The budget to actual report is posted every month to the website. Commissioner Butler said the seasonality impacts the budget as well. He said the latest estimate would include that as a notation. Commissioner Kwiatkowski asked if it would be a lot of effort to at the quarterly level, show the previous year for comparison. Town Manager Hewett said he could print a report that has 400 line items for comparison to each item. We have been posting the budget to actual report for 18 months and he has had one question on a line item. He said he could do it for the quarterly report. The Board agreed that would help.

~~10. *Continue to address mega/ event houses*~~ – Commissioner Butler said this was talked about many times and doesn't want it to fall off the radar screen. Town Manager Hewett asked the Board how they would want to address this. The Citizens Advisory Committee made a report and the Board took no action on some of the recommendations. Commissioner Butler said we could exclude parking because that is being discussed and the Board will have more information next month. Town Manager Hewett said you also will have a report on solid waste. Commissioner Kwiatkowski suggested discussing this when they get to staffing. She said the Board can cross out 10 for voting purposes and deal with it under staffing.

10. *AED for Police* – Mayor Pro Tem Sullivan said he would like to suggest AEDs for all of the Police cars. He said a couple of years ago the Property Owners Association allocated money to place those in the cars, but it never happened. He thinks in the community we live, AEDs should be available. If a Police car can get to the scene first, the chance of survival would be better. He said the unit can be used in on-duty vehicles, so we would only need

three. If we needed more, it would be money well spent. Detective Dixon said if we could get a couple, it would be great for the community. All of the officers are already CPR certified. Commissioner Kwiatkowski said they can change item 10 to AED. Town Manager Hewett said we will get the cost and do research on things like if there is any specific training needed.

Beach Nourishment

Commissioner Kwiatkowski said she thinks items 2, 3, 4 and 5 all pretty much say the same thing. The Board decided Items 2 and 3 could be combined to say develop and implement. They are crossing out items 3, 4 and 5.

1. *Use current permits to allow Corps to deposit sand from inlet dredging directly onto beach rather than near shore. Gain easements from remaining properties to allow placement of sand from inlet dredging directly onto beach from 240 OBE to inlet, with particular attention to beach from 249 OBE to 339 OBE* - Town Manager Hewett said it is important to note when talking about using the Corps' dredges it is either a sidecaster or hopper dredge. They don't put the sand directly on the beach. They don't have the supporting logistics tail, being the bulldozers, pipelines and the transfer stations to do that work. For the inlet crossing work, that's traditionally done with a contractor's pipeline dredge that does have the logistical tail to put the sand directly on the beach. Commissioner Fletcher asked if there is any way to get the sand instead of having it dumped offshore. Town Manger Hewett said if we can get industry to respond to our SDI-5 Permit, he hopes that is where we are going to. He thinks it is a goal to facilitate industry to be able to respond to that. It will be an issue beyond just Holden Beach because someone will need to build a \$20 million dredge to do it. Commissioner Fletcher asked if he is dealing with the State regarding that. Town Manager Hewett replied there is study the State is doing right now to determine the feasibility of whether a State owned plant to do that kind of thing is a viable option. Commissioner Fletcher said the item can be changed to aggressively focus on everything we can do to make that happen. Commissioner Kwiatkowski asked if that is acceptable. Town Manager Hewett said absolutely it is something that we have seen before and have recognized. Our issue is that there is resistance from the Corps on disrupting the current ways of cleaning out the inlets. It's the question on whether it should be a governmental function or an industry function. Commissioner Butler asked if the Corps ever worked with private industry in the past to make that happen. Town Manager Hewett said the inlet crossing is a contractor job. Commissioner Kwiatkowski said the item can be continue to aggressively pursue a change in practice to deposit sand from inlet dredging directly on the beach. Town Manager Hewett said obtaining the easements is in the budget this year. He assumes if they are not finished it would rollover into the extra year. Commissioner Kwiatkowski suggested it is a good idea to leave it there for that reason.

2. *Develop and implement a Short and Long Term Plan for beach re-nourishment, dune stabilization and inlet maintenance implementation* – Town Manager Hewett said there will be elements in the plan that are beyond this year so he suggested adding implement as appropriate. Commissioner Freer said that is fine.

6. *Address terminal groin process* - Commissioner Butler said he thinks that was discussed the other day. There is no need for discussion, but the item will remain on the list.

The Board took a break from 2:53 p.m. – 3:00 p.m.

Beach/ Inlet Funding

The Board talked about combining items. They talked about changing item 6 by removing the word reserve from Reserve Fund. Town Manager Hewett provided information about establishing a fund for a specific purpose, like a sand reserve fund. You need to articulate the purpose of it; give an estimated life cycle of the period involved

to accrue the funds; give the maximum amount you think you need to accumulate; you have to say from what sources you will derive the money from; and you can't expend funds directly from that reserve fund. Any expense of funds that you would choose to pull money out of it would have to be accomplished by a resolution to amend that fund and execute that expense through the operational budget. Commissioner Butler said this would be very specific, putting money in over X amount of years and identifying what that total amount would be. In the future, if a storm comes through we would have a pot to go to. Commissioner Freer said it could even be used for 10 years from now when we need to redo the central reach. Mayor Pro Tem Sullivan said the items are one issue with a few different components. Town Manager Hewett said if the Board wants to establish a Capital Reserve Fund, we need to articulate it in an ordinance and he needs to know the specifics. He recommends it be done as part of the budget ordinance. He said basically by default you fund it now in the context of a cash account, but it hasn't been memorialized as far as these are the things we want to dedicate it for. Commissioner Kwiatkowski asked the best way to proceed if the Board establishes this as a high priority. Town Manager Hewett said it is probably best for the Board to think about the time period to accrue the funds and let him prepare it as part of draft budget proposal. The Board discussed how to move forward and what numbers to use. Town Manager Hewett reminded the Board that relative to the existing BPART law, the funds that would go into this reserve account from occupancy taxes would have to be used for the purposes that it was established for so we will need to track the different contributions. The Board agreed to an initial \$3 million, at the end of 10 years they would like to see \$10 million in the fund.

Town Facilities/ Recreational Items

1. *Investigation of possibility of moving the boat ramp from under the bridge to further west* - Commissioner Kwiatkowski stated she knows there was discussion about the amount of space near the boat ramp and the problems there. She said it is the County Game and Fish Department, not the Town's. She asked if it would be worth the Town investigating moving the boat launch ramp down further west to the dog park area. The first thing would be for the Town to investigate if it is a possibility (parking, safety). She said if it is viable we would have to approach the Game and Fish Department to suggest the move. Town Manager Hewett said this isn't so much budget oriented as much as a commissioner initiative to see if this is a potential project. He doesn't know the particulars about the establishment of the boat ramp. We can get some facts together. Commissioner Kwiatkowski said there is staff time associated with it so budget time is a good time to bring up these things. Commissioner Butler said part of the parking recommendations is to look at the Jordan Boulevard area, to include where people park their boat trailers to make that a little more organized.

2. *Beach access improvements with mats to facilitate crossing soft sand* - Commissioner Kwiatkowski asked if there is a plan to use more mats to help wheelchairs and people who have difficulties on the sand. Shoreline Protection and Recreation Manager Ferguson explained we add them as we can. For consideration, a budget point is the last ones we ordered were in November 2015 and they were cut into 25 foot sections. They were \$774 each, plus tax at that time. She believes they were on a special. Town Manager Hewett said they have been well received.

Staffing

The Board talked about combining items 3 and 4 and 1 and 5.

1. *Increased April through October evening hours police patrol to watch for parking, party and grilling violations and 5. Additional police support for the summer season* - Commissioner Kwiatkowski suggested increased evening patrol April - October to watch for violations to nip any problems in the bud before they become full blown offenses. She thinks extra support (Police or a Ranger Program) is something some of the owners and residents will appreciate. Commissioner Butler said he thinks the Police Department needs additional support

for enforcement and compliance in the summer months. Detective Dixon said compared to the call volume, parking and noise complaints are minimal. He talked about most calls that come in. He said they get prioritized over things like parking. He said if they are going to get extra policing to focus their efforts it should be to help protect the citizens. Detective Dixon talked about their current staffing situation and said having a second officer to help cover the island would be great. They wouldn't overlook noise and parking. Commissioner Butler asked if the Police Department would be able to obtain seasonal help if the funding is there. Detective Dixon replied yes, if they had funding he doesn't see why they couldn't hire seasonal help. He said there is a lot that goes into it. Commissioner Butler explained his experience is people just don't know or understand the rules. Commissioner Freer said seasonal police is interesting. He thinks the Ranger Program should be amped up. Building Official Evans said in his report last year he advised that he thinks the program could do better if he can run two shifts. He is not sure if they could help with the stuff on the roadside, but can catch lots on the ocean-side. He said if we are going to have an increase in the program, we would probably need another person and another vehicle. He talked about their routes. Town Manager Hewett said relative to #1, the budget only supports starting in July. Commissioner Kwiatkowski said she understands the budget cycle and that it won't start this April. Commissioner Butler added unless they review the latest estimate and find a way to do it. Town Manager Hewett said the latest amount will show what we estimated. We will have enough for starting Memorial Day through June.

3. Employee compensation review and 4. Review employee salary review process that includes salary ranges and how a competitive salary increase percentage is determined - Commissioner Freer said to him this is an annual exercise. Commissioner Butler said he wants to make sure the Town has a process in place to make sure we are competitive with the other communities around us. Town Manager Hewett said we do.

Parking

1. Extension of parking areas further west on the island, 2. Parking recommendation implementation and 3. Review Citizens Advisory Committee recommendations on parking and potential funding requirements - Commissioner Kwiatkowski asked if all of the items are all pretty much saying the same thing; we need to put a budget into next year for implementation of additional steps as needed. Commissioner Butler said the BPART Fund has funds that are put into it to help people who are visiting the island. He asked if we can look at using some of those funds to address some of the issues on the parking list. Commissioner Freer said he thinks the Board started the process to see what budget requirements are driven from the seven items on the list at the last meeting. Commissioner Kwiatkowski said she thinks the items are saying make sure there is a budget for parking items for the 18/19 budget to continue implementation beyond signage and painting lines on the road. Town Manager Hewett talked about tourism related expenses and said he believes there is a direct correlation between expanding parking and BPART Law. Commissioner Butler said one of the items on the list is that some of the Town owned properties may be able to be converted to parking at a minimal expense. He said he would be willing to sit and help with items on the list.

Communications

1. Visitor and renter communication by video – Commissioner Kwiatkowski said we all know people don't like to read things anymore, they like to see videos and shows. It could get some of the points across better to our visitors if the Town had a video that they could watch on the website. She thinks it would improve visitor recognition and understanding of what the Town is asking of them. Mayor Holden asked what happened to the Town's channel. Town Clerk Finnell said the station does not have the capability to do videos. We do have a YouTube channel that is linked to our website. Commissioner Kwiatkowski said she just wanted to see what it would take in terms of dollars. Town Manager Hewett said if this is something the Board wants to consider, he

would insist the video be produced professionally. He talked about past videos staff made. He said we can get a price on it.

Solid Waste

1. *Waste removal improvements, 2. Waste advisory group implementations and 3. Establish a policy for trash can rollback that includes weekly recycling* - Commissioner Kwiatkowski said she thinks all of the items are saying the same thing, we need to have a budget for waste removal improvements. She said until the Board sees the presentation they can't say much beyond that. Town Manager Hewett said he will have a suite of cost options for the Board's consideration. He said that will be timely for inclusion in the budget.

Sewer System

1. *Plan to complete sewer re-engineering projects by the end of 2018 for Station 4, by the end of 2019 for Stations 3 and 2 and by the end of 2020 for Station 1, 2. Sewer system project design, projected costs and installation timeline and 3. Sewer upgrade implementation* - Commissioner Kwiatkowski thinks the first three items are saying the same thing. She pointed out that Town Manager Hewett mentioned at a previous meeting that what wasn't factored in was the candy cane replacement. Town Manager Hewett said after follow-up with his staff, they need to do more work on it. It may come up in sewer fee development review. Town Manager Hewett said the timeframe in one of the items says complete Stations 2 and 3 by 2019. He said he is not certain, but he doesn't think the Town will have the reserves to fund the two stations with cash in the same fiscal year. Commissioner Freer said there was discussion about doing Stations 2 and 3 together. Town Manager Hewett said it is sequential in the Capital Plan. Commissioner Butler said he thinks the Capital Plan is the driver. Town Manager Hewett said he thinks you will have a cash issue if you do it together, but he is not certain of that. Commissioner Kwiatkowski said she thinks it is about doing it as expeditiously as possible, funding allowing.

4. *Inclusion of public restrooms at the new Pumping Stations 2 and 3* - Commissioner Kwiatkowski said it is the right time to consider if public restrooms can be added at the facilities in a cost effective way according to regulations. She said we need to look at the cost and if it is worth doing it. Commissioner Freer said he believes it is worth investigating. Public Works Director Clemmons said he would have security concerns if we are talking about housing them in the same building. Building Official Evans stated you can't put bathrooms in a hazardous occupancy, so it would have to be external. He said you would have to look at the cost of meeting FEMA guidelines to have those types of facilities below the BFE. There are quite a few factors. It is feasible, but it is the cost the Board would need to look at. Town Manager Hewett said if the Board would like to proceed with an investigatory preliminary assessment, we will need to get a professional design. This is a departure from the concept of the lift stations that was approved by the Board. He said if that is what the Board wants to do we could get some estimates, but he would like them backed by a professional. Commissioner Butler asked if there is an area somewhere between the stations where we can put a unit like at the park. Public Works Director Clemmons said in the 800 block there is a parking lot where you can construct something in the east end of the lot. Town Manager Hewett said we would need to do a site assessment. Building Official Evans talked about the criteria that you would need to take into consideration. He thinks this is something the Town would want to take a look at after the flood maps come out. It could change the feasibility and cost. Commissioner Kwiatkowski said she thought the Town could suss it out based on what the new maps would be. She was hoping before any action needed to be taken the maps would be final. Building Official Evans stated we could start looking at areas, but he would wait until we get the letter of final determination on the maps. Commissioner Freer said it doesn't make sense to spend any money until then. Commissioner Kwiatkowski said so we are saying investigate the potential cost for inclusion of restrooms near the new pumping station. Mayor Pro Tem Sullivan said after listening, the idea is if we are in a position to do a bathroom, it will not have anything to do with the pump station. It is a separate issue from the pump stations. Commissioner Freer said it would make sense to put it

near parking. Commissioner Kwiatkowski said parking was one of the reasons she suggested putting it there. Town Manager Hewett said the Board could make the goal contingent on the flood maps, punt it or resurrect it when the maps are approved. Town Manager Hewett said since it is tourism related it would be sourced from the BPART Fund. Commissioner Kwiatkowski suggested what they will tally their response on is investigate the potential cost of additional restrooms at sites further west near parking when the FEMA flood maps are available.

Commissioner Kwiatkowski said everyone will have to assign points to the items. She volunteered to tally the items.

Motion by Commissioner Fletcher to add an item to the agenda, to approve the addition of a new member to the Audit Committee, second by Commissioner Freer.

Mayor Holden advised the Board that this is a technical question the Board needs to ask themselves. They have to decide the urgency of the item without the public knowing about it in advance. He said it is up to the Board to determine that. He cautioned the Board that every time you add something to the agenda, you will continue to get the criticism. Mayor Pro Tem Sullivan said he parrots what Mayor Holden said. He doesn't think there is anything pressing. He believes it can be added to the Regular Meeting agenda. Commissioner Freer said that conceptually he agrees, but he thinks the issue is there is an upcoming meeting next week. He said how many meetings do they actually have, that is the urgency and otherwise he wouldn't even consider it. Commissioner Fletcher stated the Board is also asking the Audit Committee to take on a new task. Commissioner Kwiatkowski said the Board could proceed by calling a Special Meeting. The Board discussed further if the item should be added. Town Manager Hewett added the special tasker is to review and comment on the proposed rate revision that comes out of McGill and Associates. That proposal won't be ready for at least 45 days.

Commissioner Fletcher, with Commissioner Freer in agreement, withdrew his motion.

ADJOURNMENT

Motion by Commissioner Fletcher to adjourn.

The Board agreed to get their numbers to Commissioner Kwiatkowski by the end of Monday. She will make copies and give the originals to the Town since they are public record.

The motion to adjourn passed by unanimous vote at 4:00 p.m.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, FEBRUARY 6, 2018 – 9:00 A.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for an Executive Session on Tuesday, February 6, 2018 at 9:00 a.m. in the Upstairs Town Hall Conference Room. Present were Mayor J. Alan Holden; Mayor Pro Tem Mike Sullivan; Commissioners Pat Kwiatkowski, Joe Butler, John Freer and Peter Freer; Town Clerk Heather Finnell; Town Attorney Noel Fox. Town Manager David W. Hewett was present for a portion of the meeting.

EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(a)(3)

Motion by Commissioner Fletcher to go into Executive Session at 9:01 a.m.; second by Mayor Pro Tem Sullivan.

Town Clerk Finnell read the reason for Executive Session.

The motion passed by unanimous vote.

OPEN SESSION

Motion by Commissioner Fletcher to go back into Open Session at 10:45 a.m.; second by Commissioner Freer; approved by unanimous vote.

Mayor Holden announced no action was taken.

ADJOURNMENT

Motion by Commissioner Fletcher to adjourn at 10:45 a.m.; second by Commissioner Butler; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

Activity Log Event Summary (Cumulative Totals)

HOLDEN BEACH POLICE DEPT.

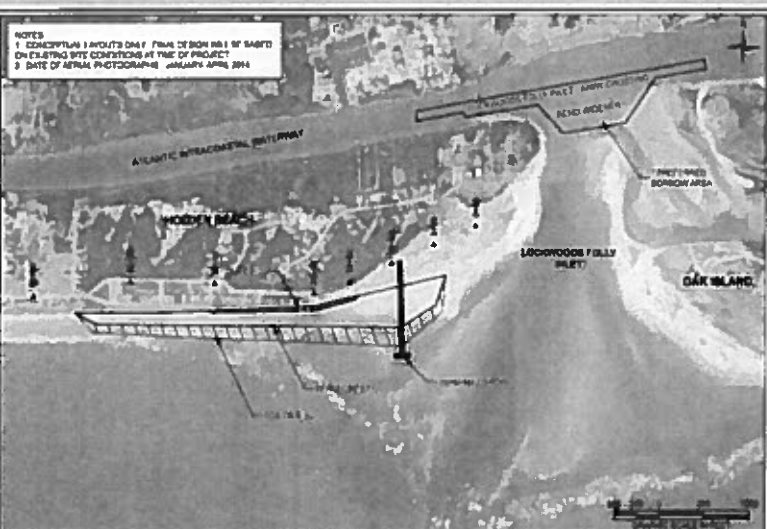
(01/01/2018 - 01/31/2018)

911 Hang Up/Open Line	1	Alarm Activation	19
Animal Complaint	4	Assist Motorist	1
Assist Other Agency	8	Attempt to Locate-ATL	1
Business Check	34	Debris	1
Disturbance/Fight	1	EMS/Medical Call	8
Fire Call	3	Found Property	1
Incident Report	2	Keep Check	59
Maintenance Call (Not HB Public Works)	18	Maintenance/Water Leaks(HB Only)	21
Meet with Complainant	2	Open Door	3
Parking	1	Phone Call (requested to call subject)	9
Residence Check	1	Suspicious Activity	2
Suspicious Person	1	Suspicious Vehicle	2

Total Number Of Events: 203

TERMINAL GROIN

Christy Ferguson
 Shoreline and Recreation Manager



Alternative 6 Concept - Intermediate Terminal Groin and Beach Nourishment



OVERVIEW

A terminal groin is a structure made of rock or other material placed perpendicular to the shore adjacent to an inlet for the purpose of stabilizing and controlling erosion. The Town would like the ability to use a terminal groin in inlet hazard areas if it is deemed to be the right solution for our particular set of circumstances.

The Town's Preferred Alternative would assume responsibility for East End shore protection through the construction of an ~1,000-ft long intermediate terminal groin at the eastern end of the oceanfront beach between Stations 00+00 and 10+00 and the implementation of an independent 30-year beach nourishment plan.





FINANCIALS

There is currently approximately \$25,540.00 left on the Dial Cordy contract. This does not include any attorney fees.



MILESTONES

- Final EIS edits have been delivered to the CORPS and we are waiting to have them review and return them to the 3rd party contractor.

NEXT STEPS

- Final EIS published by the CORPS- by 2/23
- Comment Period for public begins-30 days
- ROD from CORPS
- CAMA application completed
- 5 years before permit expires





VACUUM SEWER SYSTEM #4 UPGRADE

CHRIS CLEMMONS

PUBLIC WORKS DIRECTOR

OVERVIEW

- After the sewer advisory committees' recommendations and McGill and Associates' second opinion, the BOC approved a sewer upgrade for station #4.
- In October of 2017, the BOC approved Green Engineering to negotiate a contract for engineering services based on qualifications.
- In December of 2017, the BOC approved Green's contract in the amount of \$158,000.00

FINANCIALS

- The total budget for this system upgrade is \$1,413,000.00
- The first invoice has been paid to Green Engineering to date in the amount of \$20,700.00 for design and permitting work.



TOWN OF HOLDEN BEACH
110 ROTHSCCHILD STREET
HOLDEN BEACH, NC 28402

Invoice number 10787
Date 02/02/2018

Project 18-417 MODIFICATIONS TO UNCLUSTED
SEWER PUMP STATION NO. 4

Professional Services for Period Ending: 02/02/2018

Description	Contract Amount	Percent Complete	Prior Balance	Total Billed	Current Balance
A. BASIC SERVICES: DESIGN AND PERMITTING	20,700.00	23.00	0.00	20,700.00	20,700.00
B. BASIC SERVICES: BIDDING AND CONTRACT AWARD	11,500.00	0.00	0.00	0.00	0.00
C. CONSTRUCTION MANAGEMENT	20,800.00	0.00	0.00	0.00	0.00
Total	53,000.00	23.00	0.00	20,700.00	20,700.00

Aging Summary	Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
	10787	02/02/2018	20,700.00	20,700.00	0.00	0.00	0.00	0.00
	Total		20,700.00	20,700.00	0.00	0.00	0.00	0.00

All invoices are due upon receipt. A late charge of 1.5% per month will be applied to any unpaid balances after 15 days.

MILESTONES

- Three meetings have been held between staff and the engineering firm to date. The purpose was to begin logistics analysis and planning for the project.

DELIVERABLES-TIMELINE

• Submit Engineering Agreement to Town	11/10/2017
• Engineering Agreement Approved by Town	12/19/2017
• Begin Design	01/01/2018
• Design Progress Meeting	02/15/2018
• Deliver Final Plans to Town for Review	03/16/2018
• Advertise for Bids	04/01/2018
• Receive Bids	05/01/2018
• Town Awards Contract(s)	05/17/2018
• Begin Construction	07/01/2018
• Complete Construction (180 days)	12/30/2018
• System Start-Up	01/15/2019
• Project Closeout	02/01/2019



Town Of Holden Beach

PLANNING & INSPECTIONS DEPARTMENT

Monday, February 12, 2018

Director
Tim Evans
Tevans@hbtownhall.com

Assistant Inspector
Rhonda Wooten
Rwooten@hbtownhall.com

Permits Administrator
Ava Crocker

planninginspections@hbtown

Memo:

To: Commissioner's and Mayor,

From: Timothy D. Evans, Planning and Inspections Director

Location: All Available and Established Parking Areas

The Board Recently Requested Staff to Review the feasibility of implementing changes to the physical and written issues with parking changes specific before the 2018 tourist season:

1. Develop a visitor map of all available approved parking locations throughout the island. Parking maps should show amenities such as restrooms/port-a-johns, showers, crosswalks, handicap accesses and handicap parking.
2. Provide signage at the bottom of the bridge as to parking locations, to include signage at these locations.
3. Better utilization of current parking through the use of parking space marking and dividers.
4. Property owners have an option to preserve their property to have an item in the ROW to clearly indicate to the public that this area is not approved parking. The items must not obstruct or create a safety issue as outlined in the current town ordinance. Landscaping or other installed deterrents must not exceed three (3) feet in height.
5. Town ordinances impacted by the changes to be revised accordingly.

6. Develop a communication plan regarding the parking revisions to improve the parking issues on the island. This should include various media sources. Communications to island day-visitors should emphasize the ample parking available and where to find it. Communications to property owners should clearly illustrate acceptable landscaping and parking deterrents and where to get more information.
8. Police enforcement and monitoring required to support implementation of the changes to include visitor guidance.
9. Change parking violations to civil offenses, allowing the Town to keep the fines. Funds collected would help offset additional seasonal staff to serve as



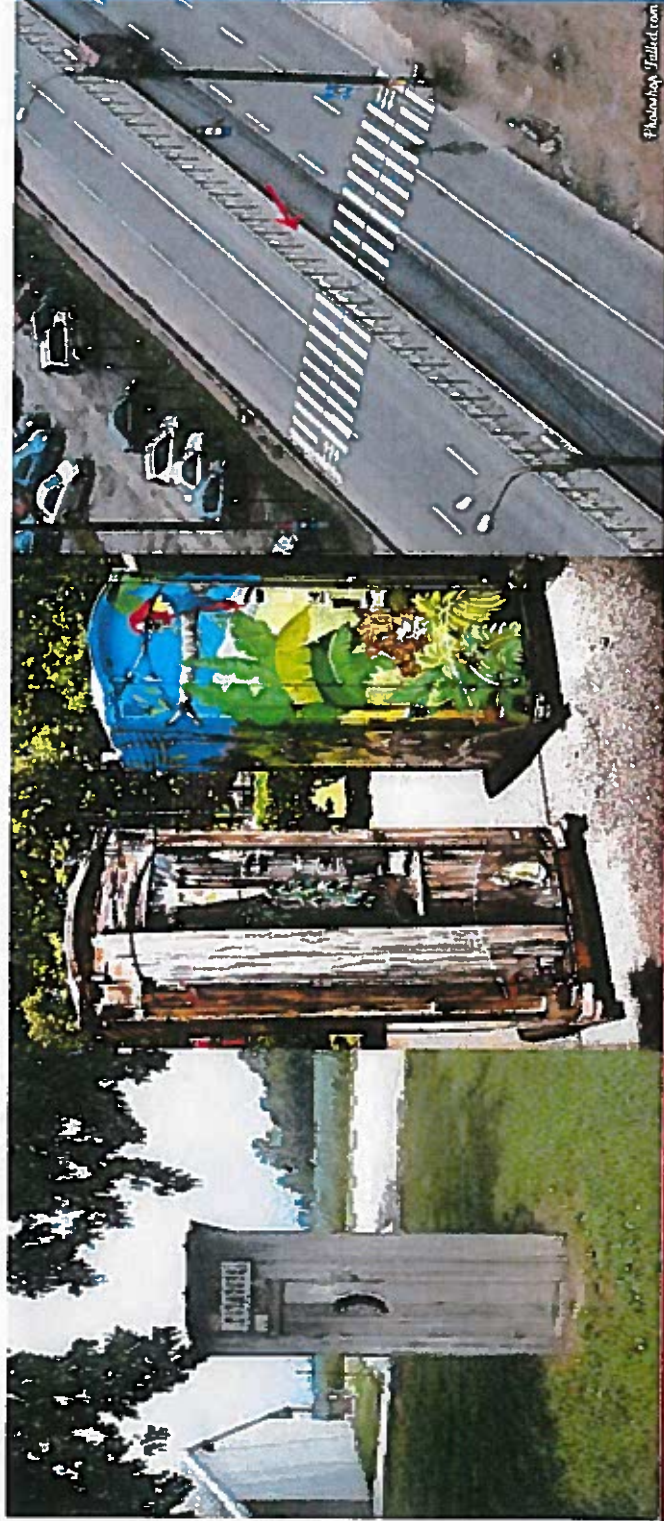
© London Media

PARKING

IMPLEMENTATION PARAMETERS



DEVELOP A VISITORS MAP TO INCLUDE LOCATIONS OF



STAFF GETS QUOTES

- 5000 MAPS WILL COST AN ESTIMATED \$1500 TO \$2000 DOLLARS PRINT
- DEVELOPING MAPS IS 75 DOLLARS AND HOUR. MAP DEVELOP TIME IS UNKNOWN.
- ESTIMATED TIME FOR DEVELOPMENT AFTER APPROVAL IS TEN DAYS.

COMMISSIONER CONSIDERATIONS ON MAP

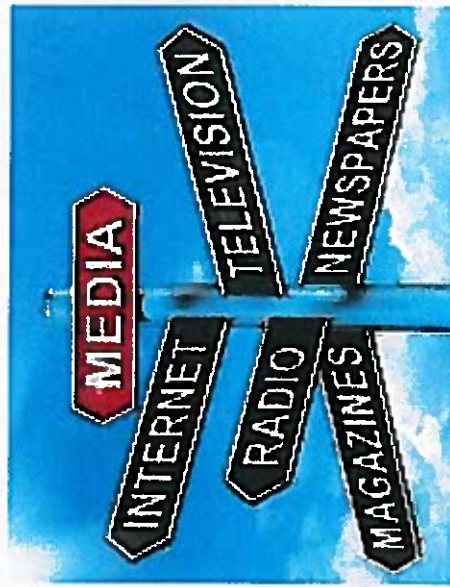
- **IS THE COST OF THE MAP WORTH THE BENEFITS?**
- **WHERE SHOULD MAPS BE PLACED FOR BEST RESULTS (TOWN HALL)? DO PEOPLE REALLY STOP AT TOWN HALL WHO KNOWS?**
- **DAY TRIPPERS ARE A RARE SIGHT AT TOWN HALL, (FACT) AND THEY ARE THE BIGGEST SEEKERS OF AVAILABLE PARKING!**

STAFFS' BRILLIANT IDEA

- DEVELOP AN APP OR ADD TO THE EXISTING APP WE ALL READY HAVE, IN A WORLD WITH TECHNO SAVVY HUMANS, THIS APP HAS A FEATURE CALLED **AROUND US** THAT GIVES A BASE MODEL OF AN INTERACTIVE MAP.
- THIS MAP REQUIRES A LOT OF INPUT DATA, BUT IS ACHIEVABLE.
- THIS BRILLIANT STAFF IDEA, WOULD ALLOW FOLKS TO SEE EXACTLY WHERE AVAILABLE PARKING IS LOCATED. HELP TO IDENTIFY DIRECTION AND LOCATIONS OF BENEFICIAL AMENITIES.

DEVELOPED A COMMUNICATION PLAN REGARDING PARKING REVISIONS TO IMPROVE PARKING ISSUES

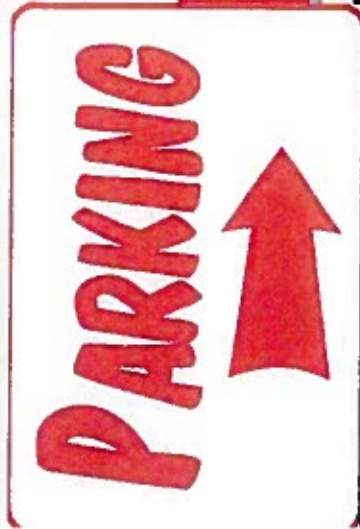
- ENGAGE SEVERAL MEDIA SOURCES?



A communication plan would include utilizing different media sources available at Town Hall if approved there could be physical maps and cyber maps, any info could then be changed and maintained to include current changes and updates, currently visitors and homeowners are signed up to town maintained media and would get updated through those sources.

SIGNAGE PER NCDOT/STAFF CONTACT

- **SIGNAGE COULD BE ALLOWED UNDER AN ENCROACHMENT AGREEMENT AS APPROVED BY NCDOT.**
- **SIGNAGE COST OF \$30.00 A PIECE FOR, 9- 16X24 SIGNAGE MARKED APPROPRIATELY WITH AN INDICATOR OF A SPECIFIC COLOR, POST AND LABOR IS AN UNDETERMINED COST, BUT ESTIMATED TO BE A MINIMUM OF \$100.00**
- **TOWN WOULD HAVE TO MAINTAIN SIGNAGE AS APPROVED BY NCDOT. COST UNKNOWN.**



WHAT WOULD BE NEEDED FOR NCDOT

- STAFF DEVELOPED MAP OF LOCATIONS FOR SIGNAGE,
- MEETING WITH DOT STAFF FOR REVIEW
- APPROVAL LETTER
- ATTORNEY REVIEW OF ENCROACHMENT AGREEMENT.



POLICE ENFORCEMENT AND MONITORING REQUIRED TO SUPPORT IMPLEMENTATION OF THE CHANGES, TO INCLUDE VISITORS GUIDANCE

- **PARKING ENFORCEMENT WILL REQUIRE 2 PART TIME CIVILIAN EMPLOYEES. THERE WILL BE ONLY 1 PART TIME EMPLOYEE ON DUTY PER DAY @ 6 HOURS A DAY AND THE PAY WILL \$13.00 PER HOUR.**
- **PARKING ENFORCEMENT WILL OPERATE 7 DAYS A WEEK BEGINNING THE FRIDAY BEFORE LABOR DAY AND WILL END DAY AFTER LABOR DAY.**
- **THE TWO WILL OPERATE ON INDEPENDENT SCHEDULES EXCEPT FOR MAJOR HOLIDAYS WHERE 2 EMPLOYEES WILL BE NEEDED ON EACH SHIFT.**



POLICE ENFORCEMENT COST



- **2 PART TIME EMPLOYEES SALARY FOR APPROXIMATELY 102 DAYS, INCLUDING GEAR AND UNIFORMS**
- **SALARIES= \$7,956**
- **UNIFORMS AND PANTS= \$600**
- **DIGITAL CAMERA 2@300.00=600.00**
- **1-2 STREET LEGAL GOLF CARTS 10,000**
- **UN ACCOUNTED COST AT THIS TIME INCLUDE PHONE SERVICE GAS OR ELECTRICITY, ADDITIONAL INSURANCE IF NOT CURRENTLY COVERED.**



ORDINANCE REVIEW, BY PLANNING DEPARTMENT ITEM 1.

- **RECOMMENDED ORDINANCE CHANGE: PROPERTY OWNERS HAVE OPTION TO PRESERVE THEIR PROPERTY TO HAVE AN ITEM IN THE RIGHT OF WAY TO CLEARLY INDICATE TO THE PUBLIC THAT THIS AREA IS NOT APPROVED PARKING.**



ORDINANCE REVIEW ITEM 2

- **THESE ITEMS MUST NOT OBSTRUCT OR CREATE A SAFETY ISSUE AS OUTLINED IN THE CURRENT TOWN ORDINANCE, LANDSCAPING AND OTHER DETERRENTS MUST NOT EXCEED 3 FT.**



STAFF REVIEW SHOWS THAT

- **ITEM 2, IS ALLOWED UNDER C2 BUT ONLY OUTSIDE OF TEN FEET BEYOND THE PAVEMENT OR ROAD BED.?**
- **ITEM ONE IS ALREADY ALLOWED UNDER CURRENT ORDINANCE.**
- **ITEM 2 IF PLACED IN THE RIGHT OF WAY CAN ONLY BE REMOVED IF IT INTERFERES WITH PUBLIC WORKS JOB OR IS DEEMED A SAFETY HAZARD, BUT CAN BE PENALIZED UNDER THE ORDINANCE**

STAFFS CONCLUSIONS

- **ITEM 2 WOULD REQUIRE AND AMENDMENT REDEFINE FENCES UNDER THE DEFINITIONS, REVIEW THE LAND USAGE ORDINANCE SECTION 157.080, REQUIRE REVISION OF ORDINANCE 95.05C REQUIRE REVISION OF 95.05 B**
- **ITEM 1, ALREADY ALLOWED WITHOUT CHANGES,**
- **IT WOULD ACTUALLY HELP TO CHANGE THE ORDINANCE BECAUSE CURRENT POLICY HAS CREATED A LOT OF NON CONFORMING FENCES.**

CONCRETE RECYCLED RUBBER AND PLASTIC

- COST ESTIMATED AT \$62.00 PER UNIT ESTIMATED 91 NEEDED WITH 100 PURCHASED FOR SPARES, COST OF PLACING, UNDETERMINED AS WORK PERFORMED BY STAFF. TOTAL COST OF STOPS 6200 DOLLARS.

SUMMARY.

- **TOTAL ESTIMATED COST OF IMPLEMENTATION**

POLICE=\$32,756.00

CAR STOPS=\$6200.00

SIGNS= 9X30=\$270.00

TOTAL=\$39,226.00

ESTIMATED UNKNOWN COST INCLUDE, POST 9=\$100.00,

ATTORNEYS FEES, POST, LABOR FOR CAR STOP INSTALLATION, SHIPPING ON ITEMS, THESE COST SHOULD BE MINIMAL

**TOWN OF HOLDEN BEACH
ORDINANCE 18-01**

**§ 30.25 COMMISSIONS, BOARDS, AGENCIES AND AUTHORITIES ESTABLISHED BY
ORDINANCE OR UNDER THE AUTHORITY OF THE BOC**

BE IT ORDAINED BY the Town BOC of Holden Beach, North Carolina that the Holden Beach Code of Ordinances, Chapter 30: Town Government and Officials (§30.25), be amended as follows:

Section One: Amend Section 30.25 (A)(1) to read as follows (changes in italics):

(A) Except as otherwise expressly provided for in these ordinances:

(1) no person shall be appointed or elected by the BOC, or pursuant to any authority delegated by the BOC, as a voting or non-voting member or officer or other official of any commission, board, agency, authority or other similar group or body established by ordinance or otherwise under the authority of the BOC (other than committees and sub-committees of the BOC that are comprised only of members of the BOC or the Audit Committee of the BOC) who is member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, ~~or~~ parent ~~or~~ ~~sibling~~ of any of the foregoing. *Notwithstanding the foregoing, the BOC shall not appoint a sibling of any member of the BOC to fill a vacancy on the BOC.*

(2) no such person, once so appointed or elected, shall remain a member, officer or other official thereof, if such person is or subsequent to his or her appointment or election becomes any of the foregoing; and

(3) all persons so elected or appointed shall be either residents of the town or owners of residential property located within the town.

Section Two: The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

Section Three: This ordinance shall be effective the 21st day of February, 2018.

Adopted this the 20th day of February, 2018.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk

**TOWN OF HOLDEN BEACH
ORDINANCE 18-02**

INLET, BEACH AND ENVIRONMENTAL PROTECTION BOARD

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Chapter 35: Inlet, Beach and Environmental Protection Board be created as follows:

Section One: Add the following:

Section

- 35.01 Creation, name and number of members
- 35.02 Powers and duties
- 35.03 Appointment, terms
- 35.04 Meetings
- 35.05 Attendance
- 35.06 Officers; Legal council
- 35.07 Officers' Duties

§ 35.01 CREATION, NAME AND NUMBER OF MEMBERS.

There is hereby created an Inlet, Beach and Environmental Protection Board comprised of five property owners or residents of the Town of Holden Beach.

§ 35.02 POWERS AND DUTIES.

The Inlet, Beach and Environmental Protection Board shall:

- (A) Serve as an advisory board for the town;
- (B) Prepare and recommend to the Board of Commissioners, a comprehensive long-term plan for the Town's role, if any, in the management, dredging and protection of the Lockwood Folly and Shallotte Inlets, including their respective navigational channels, and the management, protection and nourishment of the town's ocean beaches and protective dune systems
- (C) Monitor proposed dredging projects, beach and/or dune nourishment projects and protective structure projects and evaluate the feasibility and cost and benefits of such projects to the town and to property owners within the town as a whole, and make recommendations to the Board of Commissioners with respect to such projects;

(D) Monitor, evaluate and report to the Board of Commissioners with respect to the schedule, status, performance, budgets and costs of proposed and on-going inlet dredging, beach and dune nourishment and protective structure projects and related permit and regulatory requirements;

(E) With the assistance of the Attorney assigned to support the Inlet, Beach and Environmental Protection Board, make recommendations to the Board of Commissioners for amendments or modifications to the town's ordinances with respect to the "frontal dune" and "protective dune system";

(F) With the assistance of the Attorney assigned to support the Inlet, Beach and Environmental Protection Board, make recommendations to the Board of Commissioners for modifications to the town's ordinances with respect to public and private beach access walkways which promote protection and growth of the town's protective dune systems;

(G) Serve as a link between the Board of Commissioners, Town Manager and the community on the above described areas;

(H) Perform such other duties within or related to the general purview of the Inlet, Beach and Environmental Protection Board which may assigned to it from time-to-time by the Board of Commissioners.

35.03 APPOINTMENT, TERMS.

Each member of the Inlet, Beach and Environmental Protection Board shall be appointed by the Board of Commissioners for staggered terms of three years. Initial appointments shall be as follows: 1. Two members appointed for a two year term; 2. Three members appointed for a three year term. Initial appointments shall be made promptly after the effective date hereof, and, thereafter, appointments shall normally be made as of July 1 of each year, provided that vacancies occurring for reasons other than expiration of term shall be filled as they occur for the unexpired remainder of the term. No member shall serve for more than two consecutive terms, and a member having served two consecutive terms shall not be eligible for reappointment until after remaining off the Board for one year. For this purpose, a member appointed to fill a vacancy for more than one-half of a term shall be considered as having served a full term. Each member of the Board shall serve at the pleasure of the Board of Commissioners.

§ 35.04 MEETINGS.

The Inlet, Beach and Environmental Protection Board shall meet at least once monthly, unless there is no business to transact. The Inlet, Beach and Environmental Protection Board shall comply with provisions of the North Carolina Open Meetings Law, G.S. §§ 143-318.9 *et seq.* A quorum shall be in attendance before any action of an official nature can be taken. A quorum shall exist when three members of Board are in attendance.

§ 35.05 ATTENDANCE.

An appointed member of the Inlet, Beach and Environmental Protection Board who misses three or more consecutive regular meetings or four meetings within a 12- month period loses their status as a member. Request for excused absences due to sickness, death or emergencies of like nature shall be approved by the Board of Commissioners as approved absences and shall not affect membership, except that in the event of a long illness, or other such cause for prolonged absence, the member may be replaced.

§ 35.06 OFFICERS; LEGAL COUNSEL.

(A) There shall be a Chair and a Vice-Chair of the Inlet, Beach and Environmental Protection Board. Upon the initial appointment of members and annually thereafter in July, the Inlet, Beach and Environmental Protection Board shall elect a Chairperson and Vice-Chairperson from among the regular member members appointed by the Board of Commissioners for terms of one year. Vacancies of the Chair and Vice-Chair created by termination shall be elected from its membership at its earliest convenience. The Town Manager or his or her designee shall serve as the secretary to the Inlet, Beach and Environmental Protection Board. The secretary shall not be a member of the Board.

(B) The Board of Commissioners may designate and engage legal counsel, who may be the Town Attorney or other environmental legal counsel otherwise engaged to advise the Inlet, Beach and Environmental Protection Board, as needed.

§35.07 OFFICERS' DUTIES.

(A) The Chair of the Inlet, Beach and Environmental Protection Board shall preside at all meeting and shall appoint all committees.

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

(C) The secretary shall provide all members copies of the agendas, official reports and the official minutes of the regular meetings and special meetings, prior to the next scheduled meeting.

(D) The Chair of the Inlet, Beach and Environmental Protection Board shall submit a report in writing of any suggestions, plans, recommendations, and the like to the Town Clerk following each meeting of the Inlet, Beach and Environmental Protection Board for inclusion in the following month's Board of Commissioners agenda packets.

Section Two: The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

Ordinance 18-03
Parks and Recreation Advisory Board

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Chapter 34: Parks and Recreation Advisory Board be amended as follows.

Section One: Amend § 34.01 to read as follows (addition in red).

§ 34.01 Creation, name and number of members.

There is hereby created a Parks and Recreation Advisory Board comprised of a maximum of seven residents of the Town of Holden Beach. ~~Through expiration of terms, the number of board members will decline to a maximum of five residents of the Town of Holden Beach.~~

Section Two: Amend § 34.02 to read as follows (change in red).

§ 34.02 Powers and duties.

The Parks and Recreation Advisory Board shall:

- (1) Serve as an advisory board for the Recreation Department and the town.
- (2) Advise the Board of Commissioners and Town Manager regarding the operations, maintenance, improvement, development and acquisition of Town public spaces.
- ~~(3) Advise the Board of Commissioners and Town Manager on beach vegetation, fencing and other methods of protecting the beach and property.~~
- (4) Suggest policies and make recommendations concerning recreation programs, plans and facilities to the Board of Commissioners and the Town Manager.
- (5) Serve as a link between the Board of Commissioners, Town Manager and the community on leisure services matters.
- (6) Consult with and advise the Board of Commissioners and Town Manager in matters affecting recreation policies, programs, finances

and the acquisition and disposal of lands and properties related to the total community recreation program and to its long range projected program for recreation.

Section Three: The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

Section Four: This ordinance shall be effective the 21st day of February, 2018.

This the 20th day of February, 2018.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Date: February 6, 2018

To: Mayor Holden and Board of Commissioners
Town Manager-IN TURN

From: Christy Ferguson, Shoreline Protection and Recreation Manager

Re: Lockwood Folly Inlet Dredging

The shoaling in the Lockwood Folly Inlet continues to be a problem for those traversing the area. Brunswick County has secured the Currituck, a CORPS' hopper dredge, to remove material and place approximately 40,000 cubic yards of sand in the near shore at Holden Beach. Near shore placement was performed via hopper dredge in a 2015 pilot project of the Murden and then again with approximately a dozen drops in 2017. This technique does not put sand on the dry sand beach. It is near shore placement (approximately 10 feet deep) as depicted in the attached schematic (Figure 2-19, Annual Beach Monitoring Report 2017). The latest information from the CORPS is that this would take place on or about February 21, 2018.

It is the staff's opinion that as a result of the sand being deposited on the Holden Beach side of the inlet via the CORPS' operating decision; Oak Island is not participating financially in this particular cycle. The County is asking for a 50/50 split of the local share of the project between themselves and Holden Beach. The estimated cost of this project is \$504,000, two-thirds of which will be paid for by the State of NC Shallow Draft Navigation Fund. Brunswick County has already submitted the \$168,000 local match in order to get on the CORPS' schedule and is requesting that the Town of Holden Beach reimburse the County half of that amount, \$84,000. We have \$100,000 budgeted for dredging. If the board chooses to reimburse the County, and in anticipation of another dredge event before the summer season, the remaining funds are probably insufficient for performing a 50/50 split with no Oak Island participation. A budget amendment may be needed later in the fiscal year.

Attachments

2.5 LWF OUTER SHOAL DREDGING

Outer shoal dredging is typically performed by the Merritt, which is the USACE's only remaining sidecaster. The Merritt began dredging the LWF outer shoal this summer however it was drydocked for about 6 months (~September 2017 to ~February 2018). Due to the Merritt's drydocking, the Murden was recently used in September 2017 to clear the remaining portions of the outer ebb channel of LWF Inlet.

The Murden placed the dredged material in the Holden Beach nearshore in an authorized location. This disposal location was similar to the 2015 Murden project where the Town of Holden Beach performed a pilot project placing ~30,000 cy of material in the nearshore with dredged material from the LWF Inlet. Figure 2-19 presents a figure of the 2017 LWF outer bar dredging and nearshore placement in comparison to the 2015 nearshore placement.

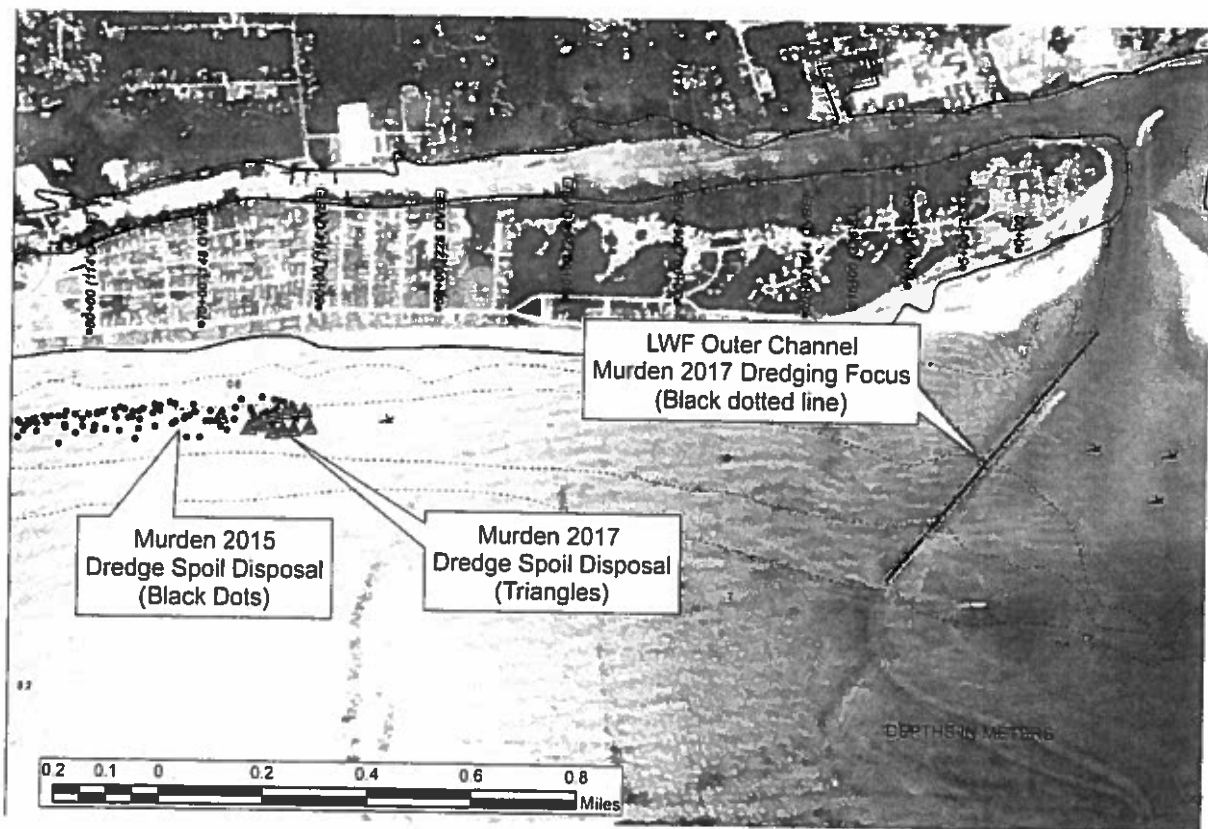


Figure 2-19. LWF Outer Channel USACE Dredging Projects by Merritt, then Murden in summer 2017.

Due to the project's purpose (i.e., shallow draft inlet dredging and nearshore disposal), the State funded 66.7 percent of the project costs and Brunswick County contributed funding also.

COUNTY OF BRUNSWICK

OFFICE OF THE COUNTY COMMISSIONERS
BRUNSWICK COUNTY GOVERNMENT CENTER
BOLIVIA, NORTH CAROLINA 28422

MAILING ADDRESS:
POST OFFICE BOX 249
BOLIVIA, NORTH CAROLINA 28422

TELEPHONE
(910) 253-2000
(800) 442-7033 (NC)
TELECOPY
(910) 253-2004

January 16, 2018

The Honorable J. Alan Holden
Mayor, Town of Holden Beach
110 Rothschild Street
Holden Beach, North Carolina 28462

Dear Mayor Holden:

As you know, the Lockwood Folly Inlet has again been experiencing significant shoaling. The USACE can make the Currituck, a hopper dredge, available later this month or early next month to dredge the navigation channel, and proposes to place approximately 40,000 cubic yards of sand nearshore off Holden Beach.

The estimated total cost of project is \$504,000, two-thirds of which is eligible for funding by the NC Shallow Draft Navigation Fund. Brunswick County has submitted the required \$168,000 local match to the State, and we hereby request that the Town of Holden Beach consider reimbursing the County one-half of that amount, or \$84,000. Given that the project will both improve navigation in the inlet and provide beach quality sand that will at least indirectly benefit the Town's shoreline, we believe that a 50/50 split of the local share is equitable for this project.

Thank you for your consideration of our request. Please let me know if you need any additional information.

Sincerely,



Frank Williams
Chairman





Date: January 26, 2018

To: Mayor Holden and Board of Commissioners
Town Manager-IN TURN

From: Christy Ferguson, Shoreline Protection and Recreation Manager

Re: Vegetation for West of Central Reach Project Area



The Town's contractor for sand fence and vegetation, Coastal Transplants, conducted an assessment for the area west of the Central Reach Project. It has been determined that the area from 800 OBW to just past 1000 OBW (approximately 5400 feet) can be best served by adding plants to foster dune growth and stabilization. The contractor estimates that to properly cover the area 63,500 plants will be needed. The quote on the project is \$79,375.00 with the work beginning June 1st. This timeline is based on other clients being ahead of us for planting and the harsh winter hampering the growth of the plants. There is \$50,000 available in the Beach Vegetation line in the current budget. Equilibration occurring in that area of beach, as well as a desire to extend planting further west than anticipated, exceeds the approximation originally budgeted for. In order to fulfill the proposed work above, a budget amendment in the amount of \$29,375.00 would be necessary to appropriate adequate funding.

Ordinance 18-04

TOWN OF HOLDEN BEACH

ORDINANCE NO. 18-04

AN ORDINANCE AMENDING ORDINANCE NO 17-08, THE REVENUES AND APPROPRIATIONS
ORDINANCE FOR FISCAL YEAR 2017-2018 (Amendment No. 1)

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina,
that Ordinance No. 17-08 appropriating funds for the Fiscal Year 2017-2018 be amended as follows:

PART I

SECTION I: REVENUE

<u>Account#</u>	<u>Title</u>	<u>Amount</u>	<u>Action</u>
50.0399.0000	FUND BALANCE APPROPRIATED	\$29,375	INCREASE

PART II

SECTION I: EXPENSE

<u>Account #</u>	<u>Title</u>	<u>Amount</u>	<u>Action</u>
50.0710.1700	BEACH VEGETATION	\$29,375	INCREASE

This the 20th day of February 2018.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

Recreations Services

From: Coastal Transplants <smcer@coastaltransplants.com>
Sent: Friday, January 19, 2018 8:03 AM
To: Recreations Services
Subject: Plants from 800 block to past 1000 block.

This area will take a total of 63,500 plants planted on an 18 inch center. The total cost for this project will be \$79,375.00. Projected start date would be June 1.

Thank You

Steve Mercer
President
Coastal Transplants Inc.



Date: February 5, 2018

To: Mayor Holden and Board of Commissioners
pk Town Manager-IN TURN

From: Christy Ferguson, Shoreline Protection and Recreation Manager (CA)

Re: Ribbon Cutting for Bridgeview Park

The Parks and Recreation Advisory Board voted at the regular February meeting to approach the BOC about a ribbon cutting for Bridgeview Park on July 10th at 1 p.m. The purpose of this particular date is to try to coincide with previously discussed schedules provided by commissioners to hold the event on the July 2018 regular board meeting day.



Town Of Holden Beach

PLANNING & INSPECTIONS DEPARTMENT

Monday, February 12, 2018

Director
Tim Evans
Tevens@hbtownhall.com

Assistant Inspector
Rhonda Wooten
Rwooten@hbtownhall.com

Permits Administrator
Ava Crocker

planninginspections@hbtown

Memo: Budget Amendment

To: Commissioner's and Mayor,

From: Timothy D. Evans, Planning and Inspections Director

Location: Point West Subdivision Storm Water Repair

The Town of Holden Beach in the interest of life safety health and welfare have agreed to assist the Point West Property owners association in alleviating storm water issues within the Point West Subdivision. The Town put out a RFP for repairs in that area last December and received a competitive bid. The plan was drawn and paid for by a third party and the Towns Storm water engineer has reviewed the plans for effective relief.

This has been an ongoing issue since 2010 and this should help with the excessive water runoff onto private properties outside of the subdivision.

Timothy D. Evans

ORDINANCE NO. 18-05

AN ORDINANCE AMENDING ORDINANCE NO. 17-08, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2017-2018 (Amendment No. 2)

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 17-08 appropriating funds for the Fiscal Year 2017-2018 be amended as follows:

PART I**SECTION I: REVENUE**

<u>ACCOUNT#</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACTION</u>
10.0355.0100	Miscellaneous	\$9,000	Increase

PART II**SECTION I: EXPENSE**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACTION</u>
10.0540.5300	Contract Services	\$9,000	Increase

This the 20th day of February 2018.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

DEVELOPMENT SUBMITTAL FEES

For Zoning/Subdivision/Site Activity

Zoning Permit	\$50.00
Zoning Permit – Re-Review Fee	\$20.00
Group Activity Permit	\$100.00
Appeal to Board of Adjustment	\$175.00
Variance Request	\$175.00
Special Use Permit	\$175.00
Amendment to Zoning Text	\$250.00
Rezoning (Residential)	
<3 acres	\$250.00
>3 acres	\$450.00
Rezoning (Commercial)	
<3 acres	\$500.00
>3 acres	\$800.00
each additional acre over 3	\$10.00
Sign Permit	\$65.00
Subdivision/PUD Preliminary Plat Review	\$100.00
Subdivision/PUD Final Plat Review	\$100.00 + \$5 per acre
Submission of Final Plat – Administrative Fee	\$20.00

ADMINISTRATION FEES

Vehicle Decals	
First 4 Decals	\$0
On Island Business	\$10.00 each
Off Island Business	\$10.00 each
Replacement Decals	\$5.00 each
Biweekly Curbside Recycling	\$54.00 annually
User Fee (Holden Beach Pavilion, all other Town facilities)	\$75.00
Bridgeview Public Dock Fees. Said fees are per day and not to exceed three consecutive days.	
Dock Fee	\$1.25 per foot
Sewer Pump Out	\$5
Laundry	\$5
Shore Power 20, 30 amp	\$5
Shore Power 50 amp	\$10

PRIVILEGE LICENSE FEES

Antique & Gift Shops	\$25.00
Billiard & Pool Tables	\$10.00 each
Building Materials Dealers	\$25.00
Cabinet Makers	\$25.00

TOWN OF HOLDEN BEACH, NC

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Town of Holden Beach

North Carolina

The Family Beach

EVACUATION, CURFEW & DECALS

What is a State of Emergency?

A proclamation by the Town which enacts special ordinances and/or prohibitions during emergency situations to protect the public, public health and property. These prohibitions can include limitations on movement, curfews, directing of evacuations, controlling ingress and egress to the emergency area, alcoholic beverages, and more. State of Emergencies are issued in accordance with [N.C.G.S. 166A-19.22](#).

What is a curfew?

A curfew is an order, typically during a State of Emergency, which requires all persons in the affected areas to remain on their own property. During a curfew, you are not free to move about public domain areas or on others' property. Violations of a curfew could lead to arrest in certain situations.

What is a voluntary evacuation?

A voluntary evacuation creates a recommendation for all parties in the affected area to get their affairs in order hastily and evacuated.

What is a mandatory evacuation?

A mandatory evacuation means you must leave the area in which an order has been issued. With recent changes to the laws in North Carolina, you no longer have the option of staying in an area under an order of mandatory evacuation.

Why is the sewer system turned off during a storm/event?

Often the sewer system is turned off during storms which have the potential to create significant flooding on the island. The system is turned off to protect its integrity. If it were left on, it could pose a significant threat to the public health. When the system is manually shut down, it also greatly reduces the time needed to bring it back up after an event which equates to getting residents and guests back on the Island much faster.

Why is there a delay for decal holders to get back on the island once a storm ends?

After a storm, many things must occur before even limited access can be allowed. Some of those things include making sure the streets are passable; the sewer system must be restarted to comply with State laws; the utilities (water, sewer, electricity, propane supplies) must be checked to ensure no safety risk are present; and the post-storm damage assessment team needs to perform an initial assessment.

Where can I get up-to-date information during and after a storm or State of Emergency?

You can sign up for the Town email service by clicking [here](#). The newsletter, along with the Town's website will be the main sources of information during an emergency situation. Links to the Town's official Facebook and Twitter pages can be found on the website. You can also download our app for Apple and Android phones by accessing the app store on your smart phone and searching Holden Beach.

Please refrain from calling Town Hall and Police Department phone lines with general information questions. These lines need to remain open for emergencies, storm management and post-storm mitigation. All updates concerning re-entry, general access, etc. may be found on the Town's website and other media outlets.

Why do I see others moving about the island during a curfew?

If a curfew order is in place, you must stay on your own property. You may see many other vehicles moving about the Island. We often receive assistance from other local, state, federal and contract personnel during events. It is likely these are the personnel you are seeing and they are involved in the mitigation process for the event. Please do not assume that a curfew order has been lifted and/or you are free to move about the island.

Can I check my friends' property for them?

If a curfew order is in place, you may ONLY travel to your personally owned property. Traveling about the Island to check on others' property is not allowed.

Who can obtain decals?

Only property owners and businesses who service the island can obtain a decal.

How do I get decals for my vehicle...

If I am an owner?

Decals will be mailed out in water bills to property owners before the season starts. Those owners who need additional decals can contact Town Hall. A fee may apply, please check the current fee schedule.

If I am a renter?

You must contact the owner of the property to obtain a decal.

If I am a business owner on the Island?

You must contact Town Hall to obtain a decal.

If I am a business owner off the Island that provides services on the Island?

You must contact Town Hall for eligibility and to obtain a decal.

When does my decal expire?

All decals expire on the last day of the calendar year as indicated on the decal.

Where do I put my decal on my car?

Decals must be displayed in the lower left-hand corner of the windshield, where they are not obstructed by any other items to include window tinting, other decals, etc. Officials must be able to clearly read the decal from outside the vehicle. Please note that re-entry will not be allowed if a current, intact decal is not affixed to the windshield as designated.

How do I replace a decal if I get a new vehicle?

If you trade a vehicle or otherwise need a replacement decal, you may obtain them from Town Hall during normal business hours. A fee may apply, check the current fee schedule.

Can I obtain a decal right before an emergency situation occurs?

While most of the storms we deal with are tropical in nature with some type of advanced warning, we do experience many other types of events that could create a State of Emergency without warning. All eligible parties should obtain decals as early as possible each year to avoid being denied access to the Island. Decals shall not be issued during the 24-hour period prior to an anticipated order of evacuation so staff can concentrate on properly preparing the Town for the storm/event.

Can I use a tax bill or another document for re-entry?

No. You MUST have a decal to re-enter the Island until it is open to the general public.

How does re-entry after a storm during a State of Emergency work?

The bridge is closed to all vehicle access, except for official vehicles. Once those with proper decals are allowed access, they must conform with the current rules in place by the specific State of Emergency Order. After all hazards have been rendered safe, the bridge will be opened to the

general public. A curfew could remain in effect however, to ensure the safety and security of the Island and its residents and guests. Please understand this process typically takes days to evolve and could be significantly longer, depending on the amount of damage sustained. Please refrain from calling for times for re-entry, as those are often not set on schedule. Instead, stay tuned to local media outlets and official social media accounts for accurate updates.

How can I check on my property if access is limited to the Island?

Once it is safe, property owners with valid decals will be allowed back on the Island after a storm/event. At this point, you can travel to your property, in accordance with the rules of the specific State of Emergency Order currently in place.

If you live out of the area, please do not travel to the Island until you are certain you will be allowed access. Stay tuned to those media outlets and email services that are of official nature for this information. Also, be certain you have your current, valid decal properly affixed to your vehicle.

It is a good idea to be sure your contact information is current with the Town tax office as this is the location Town officials will use in the event you need to be contacted.

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110 Rothschild Street
Halden Beach, NC 28462

9108426488
Fax 9108429315

heather@hbtownhall.com



TOWN OF HOLDEN BEACH

Application for Town Board Membership

Personal Information:

Name: Tom Myers

Address: 301 Ocean Blvd West Phone #: 704-905-6208

Email: tmmyers@atmc.net Occupation: Management Consultant

Interest & Ability:

Board or Committee you are interested in serving on: Audit Committee

Why are you interested in serving in this capacity? I have a strong financial background and experience working with municipal utilities. I am a Certified Public Accountant (CPA) in North Carolina and Arizona and I held a Professional Engineer (PE) license in Arizona.

What do you feel you can contribute to the position? A deep understanding of the role, purpose and functions of an effective audit committee.

Background:

School(s)	Dates	Area of Study	Degree
<u>Arizona State University</u>	<u>1981 - 1984</u>	<u>Accounting</u>	<u>Master of Accountancy</u>
<u>University of Illinois</u>	<u>1974 - 1978</u>	<u>Engineering</u>	<u>Bachelor of Science</u>

Previous Residences: Charlotte, NC; Phoenix, AZ; and Rock Island, IL

Prior/ current involvement in Town Government or related activities: President of the Holden Beach Property Owners Association (HBPOA)

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Project Management Professional (PMP)

Certification of Eligibility:

I am a resident of the Town of Holden Beach. Yes

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

Signature of Applicant: Thomas M Myers Date: 1/18/18

Digitally signed by Thomas M Myers
DN: cn=Thomas M Myers, o, ou,
email=tmmyers@atmc.net, c=US
Date: 2018.01.18 21:46:10 -05'00'

RESUME FORM

Date: January 4, 2018

Municipal Board or Committee in which you are interested: Audit Committee

Name: Marshall E. Tyner, Jr. (Woody)

Phone (Home): None **Phone (Work):** None **Phone (Cell):** 252-230-3102

Address: 137 Tarpon Drive, Holden Beach, NC 28462 (1995-to-present)

Address: 6106 Thornbridge Way, Wilson, NC 27896

Email Address: woody@tyner.net, woodytyner@gmail.com

Occupation/Employer: Retired SVP from BB&T as of March 31, 2017

Educational Background:

<u>School (s)</u>	<u>Dates</u>	<u>Area of Study</u>	<u>Degree</u>
East Carolina University	1975-1979	Chemistry	B.S
East Carolina University	1979-1981	Business	M.B.A.
Rutgers University	1986-1989	Banking	Graduate Degree

Places you have lived, length of residence (in reverse order):

(A) Wilson, NC **Dates:** March 2016 to present
 (B) Fort Mill, SC **Dates:** February 2012 to February 2016
 (C) Wilson, NC **Dates:** May 1981 to January 2012
 ** (D) Holden Beach, NC **Dates:** May 1995 to present

Specific experiences, training or interests which you have that you feel would be useful in the work of this Board or Committee.

It would be my honor to assist and advise the BOC in its oversight responsibilities for the Town's financial reporting processes, system of internal controls over financial reporting and the external audit process. Proper financial management of the Town's finances is critically important to supporting existing property owners and attracting new property owners.

I believe my 36 years of banking experience with BB&T and banking and financial education makes me an ideal candidate for a position on the Town of Holden Beach Audit Committee. The most recent position I held with BB&T prior to my retirement in April 2017 was leading the Treasury Services division. This area provided cash management services to commercial clients of all sizes within BB&T's 13 state geographical territory. Cash management services include the integration of electronic commerce capabilities into a client's business environment for the collection of receivables and the payment of invoices to maximize cash flow and maintain liquidity. My team was responsible for a \$150 million revenue budget and \$24 million expense budget.

Currently board member of Harbor Acres POA (HB) and Holden Beach POA, Trustee of Holden Beach Chapel and Finance Committee member, and alternate member of Holden Beach P&Z Board.

Submitted by: Woody Tyner



Date: February 13, 2018

To: Commissioners and Mayor Holden

From: Heather Finnell, Town Clerk *HF*

Re: Planning & Zoning Board Vacancy

There is currently a Regular Member vacancy on the Planning & Zoning Board. At this time, I have received two applications to fill the position. If anyone else submits an application prior to the interviews scheduled for February 20th at 6:45 p.m., I will invite them to attend the meeting.

If the Board desires, you may move one of the Alternate Members to the vacant Regular Member positions and fill the Alternate Member position. The current Alternate Members are Peter Pallas and Woody Tyner.

Please let me know if you have any questions.

PLANNING AND ZONING		TERM EXPIRES	TERM
Vicki Myers	Appointed to Ralph Martin's Alternate Position on 8/12/14 Appointed to John Legge's Regular Position 07/14/15 Reappointed to Regular Position 7/19/16	07/01/2019	1st
Bob Hunter	Appointed to Tiffany Hobb's Alternate Position Appointed to Brayton Willis' Regular Position 07/14/15	07/01/2018	1st
Mark Fleischhauer	Appointed to Tony Marwitz's Regular Position 7/14/15	07/01/2018	1st
Vacant	Mike Sullivan resigned December 2017	07/01/2018	
Greg Shue	Tiffany Hobb's Vacant Alternate Position 8/16/2016 Appointed to Tiffany Hobb's Regular Position 7/18/17	07/01/2020	1st
Peter Pallas	Appointed to Vicki Myer's Alternate Position 7/14/15 Reappointed 7/19/16 Reappointed 7/18/17	07/01/2018	
Woody Tyner	Appointed to Greg Shue's Alternate Position 07/18/17	07/01/2018	

Heather Finnell

From: Jeannine Richman <jeanninerichman@gmail.com>
Sent: Saturday, January 6, 2018 8:37 AM
To: Heather Finnell
Subject: Holden Beach Board Planning & Zoning Board, Finance
Attachments: Holden Beach Board Applic. JRICHPMAN.pdf; JRICHPMAN RESUME CPA MBA CHFP.pdf

Hi Heather,

Please find attached my completed Resume Form and Resume in consideration of the Holden Beach Planning and Zoning Board, I am also willing to provide volunteer services regarding any Finance needs of Holden Beach.

Best Regards,

Jeannine Richman



TOWN OF HOLDEN BEACH

Application for Town Board Membership

Personal Information:

Name: Jeanine Richman

Address: 157 Highpoint St. Holden Beach & 105 Lake Forest Dr SW
Pinhurst, NC

Email: jeanine.richman@gmail.com Occupation: VP Finance

Interest & Ability:

Board or Committee you are interested in serving on: FINANCE

Why are you interested in serving in this capacity?
To provide assistance to Holden Beach's Business/Finance areas

What do you feel you can contribute to the position?
I have an MBA, am a CPA & have 27 years of Business Experience

Background:

School(s)	Dates	Area of Study	Degree
<u>Eastern University</u>	<u>1989-93</u>	<u>Finance</u>	<u>MBA</u>
<u>Eastern University</u>	<u>1987-86</u>	<u>Pre-MBA</u>	<u>BS</u>

Previous Residences:
119 Bouswick Ave. E, Holden Beach, NC

Prior/ current involvement in Town Government or related activities: Moore County Chamber of Commerce

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

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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

Signature of Applicant: Jeanine Richman Date: 1-7-18

JEANNINE M. RICHMAN, CPA, MBA, CHFP

105 Lake Forest Drive SW
 Pinehurst, NC 28374
 910-690-4581
 jeanninerichman@gmail.com

Healthcare Leader with over 27 years of progressive management success

- Financial Performance
- Strategic Planning
- Team Development
- New Business Analysis
- Budget Management
- Mission Effectiveness

LEADERSHIP CAREER HISTORY

St. Joseph of the Pines, Inc. (SJP) Southern Pines, NC Jun. 2008 to Present
A \$60M Non-Profit Aging Services Network serving approximately 1,500 residents/clients in service lines including Independent Living, Assisted Living, Skilled Nursing Facility, Home Care, HUD housing, PACE, and a Mobile Rural Health Unit with approx. 750 employees. SJP is a ministry of Trinity Health, Livonia, MI.

VP Finance Lead: Nov. 2014 to present

- Awarded the St. Joseph the Worker Award from Missions, the finance department being the first ever to receive this recognition.
- Served as the ministry lead in transitioning to new corporate General Ledger/financial reporting software, meeting all target dates.
- Identified internal control and financial weaknesses, working with internal audit and other ministries to improve processes, and increase accuracy and CMS compliance.
- Lead the preparation and development of the consolidated financial statements, responsible for all finance, revenue management and information technology departments.
- Member of senior management team.
- Board of Director meeting responsibilities, reporting of financial results, and lead the Finance Board Committee.

Controller: Apr. 2011 to Oct. 2014

- Developed departmental benchmarking tools for a new PACE service line, leading to departmental ownership of performance targets, resulting in more favorable participant utilizations approximating industry norms.

Director of Accounting: June 2008 to Aug. 2010

- Automated the financial reporting process, leading to more timely, accurate and efficient reporting. The transition from paper to electronic distributions provided for a real-time assessment of operations along with being a more cost-effective distribution mode.

Salina Office Services, Corp. (dba SOS Corp.) Syracuse, NY Sept. 2003 to May 2008
Application Analyst for a \$20M For-Profit long-term care software development company, serving approximately 150 communities and 30 employees.

- Monitored product compliance with all agencies, tracking regulatory changes and required updates, served on the CMS regulatory team.
- Performed operational reviews, provided financial statement design, customizations and analyses to meet stakeholders strategic planning and audit needs for Life Plan Communities across the country.

Saint Joseph Villa Flourtown, PA Mar. 1998 to May 2003
Director of Finance, Lead, for a \$22 M Non-Profit Life Plan Community, serving approximately 300 residents and 300 employees.

- Led the A/R, A/P, P/R, Marketing, Reception, and Gift Shop departments. Reduced employee turnover, increased employee engagement and significantly improved team performance.
- Provided the technology support, purchased hardware and software, and served as the network and benefits administrator.
- Converted the General Ledger to a new Long Term Care software, turning around a backlog of financials for the prior year; automated the payroll data collection processes.

OTHER PROFESSIONAL EXPERIENCE

Jordan-Reses Home Health Care & RX Center Sharon Hill, PA Sept. 1996 to Feb. 1998
Director of Finance, Lead, for a \$35 M For-Profit Durable medical equipment supplier and Pharmacy, serving the greater Philadelphia area with approximately 500 employees.

- Compiled Financials and budgets for Owners and Lending Institutions, automated the financial accounting system and fixed asset system gaining efficiencies and accuracy.
- Directed the due diligence in a successful acquisition of the organization.

Devon Manor Retirement Community Devon, PA Sept. 1989 to Sept. 1996
Controller, Finance Lead: Sept. 1991 to Sept. 1996, Business Office Manager: Sept. 1989 to Sept. 1991 for a \$35 M For-Profit Life Plan Community serving approximately 300 residents with 250 employees.

- Prepared and reported financials to the Board, compiled the operating budget, Annual Medicare Cost Report completion, Quarterly and Annual Audit lead and benefit administrator.
- Led a software RFP process, interviewed vendors, and ultimately converted the general ledger, accounts payable and billing packages which created timely billings and financials.
- Directed the due diligence in the successful sale of the corporation to Manor Care.

Paoli Hospital Physicians Billing Group Paoli, PA Part time 1985 – 1987
Part time Billing associate in the Hospital's Physician's billing department while attending College

COMMUNITY SERVICE

Campbell University, *Lundy-Fetterman School of Business* *Buies Creek, NC*
A coeducational, private university with Baptist roots serving approximately 6,500 students.
Part Time Adjunct Professor Healthcare Finance Aug. 2014 to Present

- At the request of a local Board member, who has since transitioned to the Trinity Health Corporate Board, teach Healthcare Finance at the senior collegiate level. Teaching a Healthcare focused review of accounting concepts, balance sheet, income statement, statement of cash flows, time value of money and financial risks. The class deliverables include the completion of a Skilled Nursing Facility budget and weekly submissions and presentations of Wall Street Journal article critiques.

Habitat for Humanity volunteer 2007 to present
 Board Member 2016 to present
A Non-Profit, Christian ministry that builds homes with people in need.

MANNA! Of Moore County Volunteer Board Member 2012 to closure
A Non-Profit organization that worked with local churches and volunteers to provide lunches for community members in need.

EDUCATION

Masters of Business Administration
 Eastern University St. Davids, PA 19087

Bachelor of Science
 Eastern University St. Davids, PA 19087

CERTIFICATES

Certified Public Accountant, CPA Dec. 2017

Healthcare Financial Management Association Certified Healthcare Financial Professional,
HFMA CHFP 2016 to present



RESOLUTION 17-01

RESOLUTION URGING ACTION ON THE FEMA FLOOD MAP PROCESS

WHEREAS, The Federal Emergency Management Agency ("FEMA") and North Carolina Emergency Management ("NCEM") issued new preliminary flood maps for the Town in August 2014 with the anticipation that final flood plain maps would be available for approval and implementation by the first quarter of 2017; and

WHEREAS, It is anticipated that the approval and implementation of the preliminary flood plain map for the Town would benefit a large number of homeowners in the Town by reclassifying their properties to a lower risk category resulting in lower flood insurance premiums for those homeowners and would not adversely affect most other homeowners in the Town; and, as a result, the Town Manager has reported that very few homeowners have appealed their risk category classification; and

WHEREAS, It now appears, based upon information furnished by FEMA and NCEMA that the process for the approval and implementation of new flood plain maps for the State and, therefore, for the Town (the "Flood Map Process") may be substantially delayed due to objections and appeals affecting communities other than the Town and due to procedural considerations beyond the control of the Town, even though the Town has cooperated fully and timely with the Flood Map Process; and

WHEREAS, This substantial delay will impose a cost burden on homeowners in the Town who would otherwise realize substantial premium cost savings even though the flood plain maps for the Town are essentially in final form and have not been subject to any material objections or appeals; and

WHEREAS, The Board of Commissioners recognizes that, even though the Flood Map Process is not subject to the Town's jurisdiction and control, the delay of the approval and implementation of the flood plain map for the Town is a matter of great interest and concern for the Town and its homeowners.

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

- Section 1.** The Board of Commissioners of the Town of Holden Beach urges FEMA and NCEM to:
- a. Expedite the Flood Map Process so that homeowners in the Town (and other oceanfront communities) can realize the premium savings expected;
 - b. Explore options to expedite the approval and implementation of flood plain maps for the Town and other communities where there are only minimal objections and appeals on a schedule different from communities where more material objections and appeals exist; and
 - c. Communicate the status of the Flood Map Process on a regular schedule so that communities and homeowners can more effectively plan for insurance premium changes.
- Section 2.** The Board of Commissioners of the Town of Holden Beach urges the Board of Commissioners of Brunswick County to:
- a. Take all appropriate actions to urge FEMA and NCEMA to implement the requests set forth in the Resolution, including:

- i. Urging the State and Federal elected representative for homeowners and residents of Brunswick County to intervene with FEMA and NCEMA; and
- ii. Meet with FEMA, NCEM and such representative to explore options to expedite the approval of flood plain maps for the Town and similarly situated communities.

NOW THEREFORE BE IT FURTHER RESOLVED, by the Board of Commissioners of the Town of Holden Beach:

SECTION 1: Staff is directed to:

- a. Present these recommendations to the Board of Commissioners of Brunswick County;
- b. Coordinate these efforts with other Brunswick County oceanfront towns, including Oak Island, Ocean isle Beach and Sunset Beach;
- c. Cause the Town to provide current information with respect to the FEMA flood map process, including appropriate links and updates on the Town's webpage; and
- d. Provide a monthly status report on the FEMA flood map process at Board of Commissioners meetings.

SECTION 2: All interested parties, including homeowners in the Town and homeowners' associations representing those homeowners are asked to contact their Brunswick County, State and Federal elected representatives to urge their cooperation.

This the 21st day of February, 2017.

February 9, 2018

The Honorable Richard Burr, Senator
217 Russell Senate Office Building
Washington, D.C. 20510

Dear Senator Burr:

I am the owner of property located on Holden Beach Island, North Carolina. Due to the Federal Emergency Management Agency (FEMA's) failure to perform its duties in a timely and efficient manner, I and thousands of similarly situated constituents and homeowners are paying exorbitant and outdated flood insurance premiums. In the aggregate, the approximately 2500 homeowners of Holden Beach, are currently paying in excess of \$4,000,000 in flood insurance premiums, per year. You can be reasonably certain that Holden Beach is not the only coastal community within North Carolina that is in this situation.

On August 29, 2014 FEMA published preliminary Flood Risk Information System (FRIS) maps for Holden Beach. These maps will result, when effective, in 92% of the property owners benefiting in a reduction in annual flood insurance premiums, many of those reductions in the \$3,000-\$5,000 range. Shortly thereafter, January 2017 was identified as the implementation date. Although, a seemingly inordinate amount of time, it turns out those expectations were wildly optimistic. The town, its residents and property owners have been waiting patiently for a Letter of Final Determination to be issued. The issuance date has been repeatedly postponed without explanation or justification. This continuing delay is unconscionable and unexplainable since there were only a handful of appeals filed challenging the preliminary findings and the town has been fully ready to fulfil its procedural duties in assuring a timely use of the maps. The delay results in your constituents paying thousands of dollars in inflated annual insurance premiums.

I ask that you intercede on my behalf, as well as for the best interests of all the residents and property owners of Holden Beach, in ensuring FEMA carry out its responsibilities by issuing a Letter of Final Determination within 90 days and reclassifying the current maps from preliminary to effective as soon thereafter as possible. I also ask that since the unreasonable delay is solely the result of FEMA's failure to perform its duties, that any inflated flood insurance premiums, paid from February 2017 until implementation of the pending flood maps be calculated and reimbursed to the affected policyholders.

Sincerely,

February 9, 2018

The Honorable Thom Tillis, Senator

185 Dirksen Senate Office Building

Washington, D.C. 20510

Dear Senator Tillis:

I am the owner of property located on Holden Beach Island, North Carolina. Due to the Federal Emergency Management Agency (FEMA's) failure to perform its duties in a timely and efficient manner, I and thousands of similarly situated constituents and homeowners are paying exorbitant and outdated flood insurance premiums. In the aggregate, the approximately 2500 homeowners of Holden Beach, are currently paying in excess of \$4,000,000 in flood insurance premiums, per year. You can be reasonably certain that Holden Beach is not the only coastal community within North Carolina that is in this situation.

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Sincerely,

February 9, 2018

The Honorable David Rouzer, Congressman for the 7th Congressional District of North Carolina
424 Cannon HOB
Washington, D.C. 20515

Dear Representative Rouzer:

I am the owner of property located, within your Congressional District, on Holden Beach Island, North Carolina. Due to the Federal Emergency Management Agency (FEMA's) failure to perform its duties in a timely and efficient manner, I and thousands of similarly situated constituents and homeowners are paying exorbitant and outdated flood insurance premiums. In the aggregate, the approximately 2500 homeowners of Holden Beach, are currently paying in excess of \$4,000,000 in flood insurance premiums, per year. You can be reasonably certain that Holden Beach is not the only coastal community within your congressional district that is in this situation.

On August 29, 2014 FEMA published preliminary Flood Risk Information System (FRIS) maps for Holden Beach. These maps will result, when effective, in 92% of the property owners benefiting in a reduction in annual flood insurance premiums, many of those reductions in the \$3,000-\$5,000 range. Shortly thereafter, January 2017 was identified as the implementation date. Although, a seemingly inordinate amount of time, it turns out those expectations were wildly optimistic. The town, its residents and property owners have been waiting patiently for a Letter of Final Determination to be issued. The issuance date has been repeatedly postponed without explanation or justification. This continuing delay is unconscionable and unexplainable since there were only a handful of appeals filed challenging the preliminary findings and the town has been fully ready to fulfil its procedural duties in assuring a timely use of the maps. The delay results in your constituents paying thousands of dollars in inflated annual insurance premiums.

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Sincerely,