

Board of Commissioners Actions and Voting History – December 2017 to September 2019

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
12/19/17	Reg	4	Agenda, amended to change Item 21 to hire environmental counsel	Fletcher Freer Sullivan Kwiatkowski Butler		X X X X X	
		5	Minutes Reg Mtg 10/17/17	Fletcher Freer Sullivan Kwiatkowski Butler		X X X X X	
		11	Mayor Pro Tempore Mike Sullivan	Fletcher Freer Sullivan Kwiatkowski Butler		X X X X X	
		12	Executive Secretary Peter Freer	Fletcher Freer Sullivan Kwiatkowski Butler		X X X X X	
		13	Disc & Poss Approval of 2018 BOC's Mtg Schedule: Third Tues except March – to be 3/27; May – to be 5/8; July – to be 7/10; Oct – to be 10/23	Fletcher Freer Sullivan Kwiatkowski Butler		X X X X X	
		15	Disc & Poss Adoption Rules of Procedure for BOC (continue under current rules & revisit in February after they have had their course)	Fletcher Freer Sullivan Kwiatkowski Butler		X X X X X	
		18	Disc & Poss Approval Agreement between Town & Green Engineering, PLLC for Engineering Services for Structural & Mechanical Modifications to Vacuum Sewer Pump Station #4	Fletcher Freer Sullivan Kwiatkowski Butler		X X X X X	
		19	Disc & Poss Approval Res 17-10, Res in Support of Water Resources Development Grant for Canal Maintenance Dredging	Fletcher Freer Sullivan Kwiatkowski Butler		X X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Town Manager's Report – Motion to formally ask County to name park something besides Holden Beach Park	Fletcher Freer Sullivan Kwiatkowski Butler		X X X X X	
		21	Disc & Poss Approval Search Process for Town Atty & Appointment of Interim Atty to Serve During Pendency of that Process a. Res 17-11, Search & Recommendation Process for Appointment of Town Atty Revised agenda item to hire environmental counsel to advise on pending beach & inlet related issues	Fletcher Freer Sullivan Kwiatkowski Butler		X X X	X X
1/16/18	Reg	4	Agenda	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		5	Minutes: Reg Mtg 12/19/17, as amended to add “no action taken” to page 7	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		9	Disc & Poss Approval Res 18-01, Res Approving BB&T Signature Card	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		10	Disc & Poss Nomination of BOC Member to Serve as Audit Committee Chair	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Discussion on House Bill 436 and requirement to have engineer review & recommend new fee schedule for water & sewer rates – Board's consensus was to get Audit Committee to review & comment on recommended fee schedule as it may come forth; asked Board to reaffirm consensus	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		13	Disc & Poss Scheduling Date to Interview	Sullivan		X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Candidates for Vacancy on Planning & Zoning Board (2/20/18 @ 6:45 pm)	Kwiatkowski Butler Fletcher Freer		X X X X	
		14	Disc & Poss Action on Recommendation from Citizen Advisory Committee Report on Parking for Implementation Prior to 2018 Beach Season, Motion to submit to Town staff & Town Atty proposals & they can come back with feasibility of implementing them	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		15	Disc & Poss Action Remove “or Sibling” from Section 30.25 Commissions, Board, Agencies & Authorities Established by Ordinance or Under Authority of BOC (and ask atty to develop language that says this shall not apply to vacancy on BOC)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		16	Disc & Poss Action Establish Inlet and Beach Protection Board (amended to merely have atty draft recommendations of establishment of board and its duties) (amended to include two ordinances to include modifying Parks & Rec ordinance)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		17	Disc & Poss Scheduling Date for Special Meeting to Hold Executive Session to Discuss Personnel Matter (Town Manager’s Performance Evaluation)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
1/16/18	Spcl		Budget Workshop <ul style="list-style-type: none"> a. Beach Management Activities – Sullivan said Fran Way not at mtg & suggested Wes MacLeod be moved up b. Land Use Plan presentation (Wes MacLeod) c. 50-Year Project Update (discussion only) d. Disc & Poss Action on Citizen Advisory Committee’s Report on Parking Related to 2017-2018 Budget e. Disc & Poss Action Budget Schedule 	Vote to move MacLeod up on agenda) Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			f. Goals & Objectives w Town Mgr Hewett 1/19 @ 1pm; and Town Mgr Hewett asked if ok to reschedule Fran Way Disc w Clark Wright of Davis Hartman Wright, Legal Advisor to the Board w Respect to Beach Protection & Other Environmental Issues <u>MEETING RECESSED UNTIL 1/19/18</u>		X X		
1/19/18	Spcl		Recessed from 1/16/18 Beach Management Activities presentation given by Fran Way Goals & Objectives	Sullivan Kwiatkowski Butler Fletcher Freer			
2/6/18	Spcl		Discuss Personnel Matter (no elaboration)	Sullivan Kwiatkowski Butler Fletcher Freer	X		
2/20/18	Reg	4	Agenda, amended to add 16-A – Disc & Poss Approval Ord 18-06, Ord Amending Ord 17-08, Revenues & Appropriations Ord for Fiscal Year 2017-2018 (Amendment No. 3)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	
		5	Minutes: Spcl Mtg 1/16/18 Reg Mtg 1/16/18 Spcl Mtg 1/19/18 (recessed mtg of 1/16) Spcl Mtg 2/6/18	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	
		12	Disc & Poss Action to Remove “or sibling” from Section 30.25 Commissions, Board, Agencies & Authorities Established by Ordinance or Under Authority of BOC a. Ord 18-01, Ord Amending HB Code of Ordinances 30.25 Commissions, Board, Agencies & Authorities Established by Ordinance or Under Authority of BOC <u>Effective date changed to Feb 20</u>	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	
		14	Disc & Poss Action Lockwood Folly Dredging Project, Local Share Request by County <u>Pay Brunswick County \$84,000</u>	Sullivan Kwiatkowski Butler Fletcher		X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
				Freer		X	
		15	Disc & Poss Action Vegetation for West of Central Reach Project Area a. Disc & Poss Approval Ord 18-04, Ord Amending Ord 17-08, Revenues & Appropriations Ord for Fiscal Year 2017-2018 <u>Add'l expenditure \$29,375 for beach vegetation West of Central Reach Project to 1057 OBW</u>	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		16	Considering of Setting Ribbon Cutting Date for Bridgeview Park <u>7/10 @ 1:00 pm</u>	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		16A	Canal Dredging Budget Amendment, Ord 18-06 Ord Amending Ord 17-08, Revenues & Appropriations Ord for Fiscal Year 2017-2018 (Amendment No. 3) <u>Inclusion of state funds into Town budget for dredging of all canals</u>	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		18	Pointe West Stormwater Repair Project Report a. Disc & Poss Approval Ord 18-05, Ord Amending Ord 17-08, Revenues & Appropriations Ord for Fiscal Year 2017-2018 (Amendment No. 2) <u>Allocate \$9,000 to correct storm water drainage issue</u>	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		20	Confirmation of Audit Committee Members – Tom Myers as new member; Mark Fleischhauer, Ron Skubic & Ben Byrnside to serve another year	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		21	Appointment of New Regular Member to Planning & Zoning Board – Tracey Thomas (Votes: Thomas – Butler, Fletcher, Freer Woody Tyner – Sullivan, Pallas, Kwiatkowski	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		22	Disc & Poss Change to BOC's Mtg Schedule: Regular Mtg of 3/27 to 4/6 @ 7p; Special Mtg of	Sullivan Kwiatkowski Butler		X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			3/30 to 4/6 @ 9a	Fletcher Freer		X X	
		23	Disc, Update & Possible Decision on Preliminary Flood Maps <u>Placing sample letters to elected officials on Town website for use by property owners if Final Flood Maps are not received by 2/28/18</u>	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
2/20/18	Spcl		Interview of Jeannine Richman & Tracey Thomas for Vacancy on Planning & Zoning Board	Sullivan Kwiatkowski Butler Fletcher Freer	X		
3/21/18	Spcl		Direct Atty Clark Wright to Submit Request for 30-Day Extension to Comment Period Related to Terminal Groin Final Environmental Impact Study	Sullivan Kwiatkowski Butler Fletcher		X X X X	
			Direct All Town Officials & Staff to Suspend All Efforts Towards Gaining Federal & CAMA Permits Related to Terminal Groin Project Until After Board Decision is Made, No Sooner than April 6, <u>WITHDRAWN</u> Motion by Sullivan that no employee, agent, contractor, subcontractor or person representing Town of HB before any federal or state agency shall take no action, file any motion which advances or terminates the current application process related to terminal groin prior to vote of BOC of the Town of HB Add excluding work conducted by Clark Wright	Sullivan Kwiatkowski Butler Fletcher		X X X X	
4/6/18	Reg	4	Agenda as amended to add Item 6.5 (brief closed session before Atty Wright's report)	Sullivan Kwiatkowski Butler Fletcher		X X X X	
		5	Minutes: Spcl Mtg 2/20/18 Reg Mtg 2/20/18 Amended to add "significant" before findings in two places on page 3 of 2/20 minutes (did not specify whether Reg or Spcl Mtg on 2/20) Spcl Mtg 3/21/18	Sullivan Kwiatkowski Butler Fletcher		X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Executive Session (no topic given)		X		
4/6/18	Spcl		Disc & Poss Action for Audit Committee And Budget Workshop	Sullivan Kwiatkowski Butler Fletcher	X		
			Report & Disc on Final Environmental Impact Statement & Related Terminal Groin Issues	Sullivan Kwiatkowski Butler Fletcher	X		
			Executive session (“to consult with town attorneys” – no other reason given)	Sullivan Kwiatkowski Butler Fletcher	X		
4/6/18	Spcl		Interviews of Jeannine Richman & Tracey Thomas for Planning & Zoning Board vacancy	Sullivan Kwiatkowski Butler Fletcher	X		
4/13/18	Spcl		Disc & Poss Action by Board to Direct Clark Wright, Environmental Atty for Town of HB to Request USACE Immediately Suspend Further Processing of Town’s Section 10 & Section 404 Permit Applications, SAW-2011-01914, Pending Further Determinations by HB BOC <u>FAILED</u>	Sullivan Kwiatkowski Butler Fletcher Freer		X X	X X X
			Budget Workshop		X		
4/17/18	Reg	4	Agenda, amended to add Item 14a, Disc & Poss Action to Adopt Res 18-02, Withdrawal of All Applications for Terminal Groin Agenda amended to delete Items a and c under Item 18 and only consider item b. Items a and c will be for future consideration.	Sullivan Kwiatkowski Butler Fletcher Freer Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X X X X X	
		7	Disc & Poss Award of Contract for Roadway Work (Marlin and Boyd Paving)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
		12	Disc & Poss Action Ord 18-02, Ord to Establish Inlet & Beach Protection Board & Ord 18-03, Ord Amending HB Code of Ordinances, Chapter 34: Parks & Recreation Advisory Board Amended: Changes are in Section 35.02(C) insert excluding canal dredging after proposed dredging projects & also after protective structure projects and in 18-03, deleting language about expiration of terms	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	X
		13	Disc & Poss Action by BOC to Permanently Revoke Res 11-12 "Terminal Groin Permit Application"	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	
		14	Disc & Poss Action to Direct Clark Wright to Immediately Communicate with USACE Electronically, followed by Sending Formal Letter via Certified Mail, the Decision by the BOC to Withdraw Fully and Cease any and all Further Processing of, or Action on, the Town's Currently Pending Section 10 and Section 404 Permit Applications and Associated NEPA Documentation – Corps Action ID No. SAW-2011-01914	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	
		?	Disc & Poss Action to Adopt Res 18-02, Withdrawal of All Applications for Terminal Groin	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	
		16	Disc & Poss Action on Recommendations from Citizen Advisory Committee Report on Parking for Implementation Prior to 2018 Beach Season (motion by Butler that items be accepted to include Ord amendments (Ord 18-07), Ord Amending HB Code of Ordinances, Chapter 72: Parking Regulations & Ord 18-08, Ord amending HB Code of Ordinances, Chapter 95: Streets) and so forth recommended Board go forward	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	
		17	Direct Solicitation for External Audit	Sullivan Kwiatkowski Butler Fletcher		X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
				Freer		X	
		18	Internal Control Assessment (to direct solicitation of an accounting firm to conduct comprehensive financial and accounting internal control review for Town	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
5/3/18	Spcl		Budget Workshop – Revenue and Expense	Sullivan Kwiatkowski Butler Fletcher Freer	X		
5/8/18	Reg	4	Agenda	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		5	Minutes: Spcl Mtg 4/6/18 Reg Mtg 4/6/18 Spcl Mtg 4/13/18 Reg Mtg 4/17/18	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		10	Disc & Poss Scheduling Date to Hold Public Hearing for Floodplain Ord & Accompanying Maps 6/19/18 @ 7 p.m.	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		11	Disc & Poss Scheduling Date to Hold Public Hearing to Adopt System Development Fee Analysis 5/23/18 @ 1 p.m.	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		12	Disc & Poss Reclassification of Shoreline Protection & Recreation Manager Position to Assistant Town Manager Position	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		14	Disc & Poss Acceptance of Easement from Margaret N. Devaney / Ables	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
		15	Disc & Poss Scheduling of Date to Hold Interviews for Inlet & Beach Protection Board 6/19/18 @ 6:45 pm	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
5/23/18	Spcl		Disc & Poss Award of Contract & Associated Items for Vacuum Sewer System #4 Upgrade Fletcher motion to approve award of Lift Station #4 upgrade contract to T.A. Loving Company in the amount of \$1,205,000, approve the associated easement agreement for Tax Parcel 245GA130 and approve Ord 18-09, Amending Ord 17-08, The Revenues & Appropriations Ord for Fiscal Year 2017-2018 9 (Amendment No. 4) in the amount of \$283,000	Kwiatkowski Butler Fletcher Freer		X X X X	
6/13/18	Spcl		Public Hearing: Proposed Budget for Fiscal Year 2018-2019 <u>Public hearing closed, see below for continuation on subject</u>	Sullivan Kwiatkowski Butler Fletcher Freer	X		
			Disc & Poss Action as Related to Budget Message Fletcher motion to delete two cents from Budget Message and the proposed budget Town Mgr Hewett explained that Board would be voting on Ordinance, not Budget Message “The Board came to a consensus that the town manager salary be removed from the overall total 3% the merit increase amount is calculated on.” Fletcher motion to amend ordinance to eliminate two cents tax reduction; Butler seconded. Freer motion taking it from General Fund straight to the Capital Reserve Fund	Sullivan Kwiatkowski Butler Fletcher Freer Sullivan Kwiatkowski Butler Fletcher Freer		 X X X X X X X X	 X X
			Disc & Poss Action on Audit Committee Recommendation of the Firm to Conduct Internal	Sullivan Kwiatkowski		X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Control Evaluation Fletcher motion to select RSM LLP as firm Fletcher added price not to exceed \$20,000 to his motion Fletcher amended motion to add subject to approval of the LGC	Butler Fletcher Freer		X X X	
			Disc & Poss Action on Audit Committee Recommendation of the Firm to Conduct 2017-2018 Annual Audit Fletcher motion to approve Rives and Associates LLP	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	
			Executive session to consider performance of employee (no other info given)	Sullivan Kwiatkowski Butler Fletcher Freer	X		
6/19/18	Reg		Public Hearing: Proposed Ord to Incorporate New Flood Insurance Rate Maps into HB Code of Ords (Ord 18-11, Ord Amending HB Code of Ords Chapter 154: Flood Damage Prevention, Section 154.05, Basis for Establishing Special Flood Hazard Areas) & an Update to Town's Official Zoning Map to Reflect new FEMA Approved Flood Zones	Sullivan Kwiatkowski Butler Fletcher Freer	X		
			Agenda, amended to remove Items 9 & 10	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Minutes: Spcl mtg 5/3/18 Reg mtg 5/8/18 Spcl mtg 5/23/18	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Disc & Poss Approval Res 18-04, Adopting System Development Fees Report	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Approval Res 18-05, Amending Fee	Sullivan		X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Schedule for Town of HB Hewett stated in paragraph 6 on attachment it should read water and sewer capacity charges	Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Approval Ord 18-10, Appropriate Revenues & Authorize Expenses for Fiscal Year 7/1/18 – 6/30/19	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	X
			Disc & Poss Scheduling of Date to Hold Interviews for Upcoming Vacancies on Town Boards 6:45 pm day of next Board meeting	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Disc & Poss Approval Res 18-06, Res Designating July as Park and Recreation Month	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Disc & Poss Nomination of Members to Inlet and Beach Management Board Vicki Myers, Mike Pearson, Richard Rice, Dean Thomas & Ronda Dixon selected Votes: <u>Myers</u> : Sullivan, Kwiatkowski, Butler, Fletcher, Freer <u>Pearson</u> : Sullivan, Kwiatkowski, Butler, Fletcher, Freer <u>Rice</u> : Sullivan, Kwiatkowski, Butler, Fletcher, Freer <u>Thomas</u> : Kwiatkowski, Butler, Fletcher, Freer <u>Dixon</u> : Butler, Fletcher, Freer <u>Woods</u> : Sullivan, Kwiatkowski <u>Marwitz</u> : Sullivan	See previous column for votes			
			Executive Session to consider performance of employee (no more info given)		X		
6/19/18	Spcl		Interviews for Inlet and Beach Protection Board: Tony Marwitz, Vicki Myers, Mike Pearson, Richard Rice & Irvin Woods	Sullivan Kwiatkowski Butler Fletcher Freer	X		

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
7/10/18	Reg		Agenda	Kwiatkowski Butler Fletcher Freer		X X X X	
			Minutes: Spcl mtg 6/13/18 Spcl mtg 6/19/18 Reg mtg 6/19/18	Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Action to Allow Vendors and One Free Beer Using Ticket at Run Holden Beach on 9/15/18	Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Adoption Res 18-07, Adopting Rules of Procedure for BOC	Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Action Agreement between Town & Cape Fear Council of Governments for CAMA Land Use Plan Update	Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Action on Engagement Letter between Town & RSM US LLP for Completion of Internal Control Review	Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Approval of Audit Contract for Fiscal Year 2017-2018 Between Town and Rives and Associates, LLP	Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Scheduling Date to Hold Public Hearing re Firm Adoption & Amendments to Flood Damage Prevention Ord 8/6/18 @ 1:00 pm	Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Scheduling of Dates: Kwiatkowski motion for Special Meeting re Recycling Program & Waste Issues Board agreed to piggyback 8/6/18 meeting	Kwiatkowski Butler Fletcher Freer		X X X X	
			Disc & Poss Approval of Res 18-08, Amending Fund Balance Policy	Kwiatkowski Butler Fletcher Freer		X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Disc & Poss Nomination of Members to Fill Vacancies on Town Boards Planning & Zoning Board, Board of Adjustment members all eligible to serve another term Appoint Suzannah Tucker to vacant seat on Parks & Recreation Advisory Board	Kwiatkowski Butler Fletcher Freer Kwiatkowski Butler Fletcher Freer		X X X X X X X X	
			Disc & Poss Action on Request from Board of Adjustment Board agreed to send request to Planning & Zoning Board for its review	Kwiatkowski Butler Fletcher Freer		X X X X	
			Executive Session to consider performance of employee (no other info given)	Kwiatkowski Butler Fletcher Freer	X		
7/10/18	Spcl		Interviews for Board Vacancies Suzannah Taft for Parks & Recreation Advisory Board	Kwiatkowski Butler Fletcher Freer	X		
7/24/18	Spcl		JOINT SPECIAL MTG: BOC & Inlet & Beach Protection Board	Sullivan Kwiatkowski Butler Fletcher Freer Myers Dixon Pearson Rice Fletcher had to leave during mtg			
			Election of Officers for Inlet and Beach Protection Board: Dixon nominated Vicki Myers as Chair; Pearson seconded nomination Dixon nominated Mike Pearson as Vice-Chair; Rice seconded	IBPB IBPB		X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
8/6/18	Spcl		Public Hearing: Firm Map Adoption & Amendments to Flood Damage Prevention Ord Statement of Consistency Approve Ord 18-13, Ord Amending HB Code of Ordinances, Chapter 154: Flood Damage Prevention	Sullivan Kwiatkowski Butler Fletcher Freer Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X X X X X X	
			Disc & Poss Action on Dept of Transportation's Request for Recommendation on Safety Rail for HB Bridge (horizontal railings, aluminum finish)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	X
8/21/18	Reg		Agenda	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Minutes: Spcl Mtg 7/10/18 Reg Mtg 7/10/18 Spcl Mtg 7/24/18 Spcl Mtg 8/10/18	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Disc & Poss Approval North Carolina Public Beach & Coastal Waterfront Grant Application Submission	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Execution Session (consult w town atty – did not say why)		X		
8/30/18	Spcl		Public Hearing: Provide Input on Issue of Repealing Res 18-05, Res Amending HB Fee Schedule & Replacing w Set of Water & Sewer Fees That Do Not Exceed Those in Effect on 6/30/18	Sullivan Kwiatkowski Butler Fletcher Freer	X		
			Disc & Poss Action: Repeal Board's Previous Vote on Implementation of Water & Sewer	Sullivan Kwiatkowski			X X

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			<p>Development Fees as Required by House Bill 436 & to Replace Decision w Alternative Fee Schedule</p> <p>Fletcher made Motion for Bd to repeal Res 18-05 & replace it with following rate structure for both water & sewer: for water capacity fee, fee will be \$300 for 3-bedroom house & \$100 for every extra bedroom, for sewer it would be \$8,100 for 3-bedroom & \$2,700 for each addl bedroom</p> <p>Fletcher amended motion by adding to the end of original motion: the credit for those who have paid already the sewer share fee will be up to a maximum 5-bedroom house; beyond 5-bedroom house, you will be assessed \$2,700 per bedroom sewer development fee</p>	Butler Fletcher Freer		X X X	
			<p>Disc & Poss Action: Reimbursing Any Fee Assessments After 7/1/18 That Exceed Those Set by New Rate Structure Set by Board</p> <p>Amended to include “interim”</p>	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
10/5/18	Spcl		<p>Disc & Poss Award of Contract for Canal Dredging Project</p> <p>Award the contract to King Dredging; recommendation of award by the Board represents preliminary determination and no legally binding acceptance of bid or offer occurs until Town has executed written agreement. Contact award is subject to King Dredging providing all bonds, insurance & other required documents & executing contract in form agreeable to Town.</p>	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			<p>Disc & Poss Approval Res 18-10, Establishing Town of HB’s Position on Lockwood Folly Inlet Maintenance & Associated Least Cost Method of Disposal Placement</p> <p>Kwiatkowski submitted updated version of document</p> <p>Butler modified motion to approve it & for the Town to send to list of people earlier mentioned (Town Manager Hewett – county commissioners, NC Division of Water Quality, NC Division of Water Resources, Representative Iler, Senator</p>	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	X

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Rabon, NC Congressional Representatives Rouzer, US Senator & the Corp. Town Manager Hewett said he would qualify that to allow staff discretion in addition to those & make sure it is administratively understood that it is staff's job to distribute it as widely as possible in addition to the more obvious ones)				
10/23/18	Reg	4	Agenda, amended so that Item #28, Executive Session, to be after #14; and then immediately following Executive Session have #21	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		5	Minutes: Spcl Mtg 8/6/18 Reg Mtg 8/21/18 Spcl Mtg 8/30/18	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		10	Disc & Consideration of Professional Engineering Report for Second Water Tower a. Direction to Staff to send to P&Z for further analysis	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		11	Coastal Engineering Proposal for Modeling & Report on Optimum Placement of Dredge Materials from Navigation Projects a. Ord 18-14, Amending Ord 18-10, Revenues & Appropriations Ord for Fiscal Year 2018-2019 (Amendment No. 2)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		12	Res. 18-11, Designation of Applicant's Agent (Hurricane Florence Resolution)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Executive Session to consult with town atty (no other info given)				
			Disc of Activities & Timelines to Re-conduct Determination of Maximum Sewer & Water System Development Fees and Subsequently Set "Permanent Fees" Before End of 2018 Kwiatkowski motion that current fees that have been adopted remain in effect for 90 days after	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			which the status will be re-evaluated				
		16	Disc & Poss Action – As follow-up to Implementation of Parking Action Steps Identified by P&Z / Citizens’ Advisory Group and Approved by BOC Last December the following is recommended: 1. After 2018 Summer Season, review Phase 1 Progress of Approved Action Steps Outlined on page 2 of 4/167/18 BOC Regular Meeting Agenda 2. Request P&Z to review Mid-year 2018-2019 Parking Project Action Steps & Report Back to BOC	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		17	Disc & Poss Action on Solid Waste Agreement & Items Relating to Solid Waste Management a. Amendment to Solid Waste & Recyclable Collection, Transportation & Disposal Agreement b. Ord. 18-15, Amending Ord 18-10, Revenues & Appropriations Ord for Fiscal Year 2018-2019 (Amendment No. 3) c. Res 18-12, Amending HB Fee Schedule	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
10/23/18	Spcl		Poyner Spruill LLP Presentation re Consulting Services	Sullivan Kwiatkowski Butler Fletcher Freer	X		
11/1/19	Spcl		Disc & Poss Action – Authorize Atty Clark Wright to Draft & File Amicus Brief in Litigation between National Audubon Socirty & US Corps of Engineers, Colonel Robert J Clark in His Official Capacity as District Commander of the Wilmington District v. Town of Ocean Isle Beach in the US District Court for Eastern Dist of NC Eastern Div. Case # 7:17-cv-0612-FL <u>MOTION WITHDRAWN AFTER MUCH DELIBERATION</u> Motion to Approve Waiver of Rules of Order to Allow for Public Discussion at This Meeting	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Motion to Decline Opportunity to File Amicus Brief with Court over Ocean Isle Beach Terminal Groin Matter	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
11/20/18	Spcl		Work Session to Draft At Least 3- & Possibly 5-Year Revenue vs. Cost Estimate to Help Planning for Growing Fund & Reserve Balances	Sullivan Kwiatkowski Butler Fletcher Freer	X		
11/20/18	Reg		Agenda, amended to Remove #20 (Possible Acquisition of Lot 9, Sea Aire Estates)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Minutes: Spcl Mtg 10/5/18 Reg Mtg 10/23/18 Spcl Mtg 11/1/18	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Disc & Poss Action – Approval of Audit Committee Chair & Bylaws (Amendment to Ord. 30.26, Audit Committee)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X	X X
			Disc & Poss Action on Poyner Spruill LLP Proposal Concerning Consulting Services	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Disc & Poss Action – Amendment on Scope of Work for Recently Created Parking Advisory Committee	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Disc & Poss Designation of Voting Delegate and/or Alternate Delegate for NCLM Advocacy Goals Conference	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
			Disc & Poss Action on Recommendation from Parks & Recreation Advisory Board regarding	Sullivan Kwiatkowski		X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Special Event Fee Implementation (motion is adopted specifying rates & with change of waiving or reducing fee)	Butler Fletcher Freer		X X X	
			Disc & Poss Action on Vehicle Replacement Policy	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
12/18/18	Reg	4	Agenda	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		5	Minutes: Spcl Mtg 10/23/18 Spcl Mtg 11/20/18 Reg Mtg 11/20/18	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		8	Disc & Poss Nomination of Board Member Fletcher to Mayor Pro Tem Position	Sullivan Kwiatkowski Butler Fletcher Freer			X X X X
		9	Disc & Poss Nomination of Board Member Freer to Executive Secretary Position	Sullivan Kwiatkowski Butler Fletcher Freer			X X X
		10	Disc & Poss Action on Bridge Rehabilitation Project (to accept "new proposal" – discussion ensued, then vote)	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
		14	Disc on Final Proposal of Waste Ord & Poss Adoption Ord 18-16, Amending HB Code of Ords, Chapter 50: Solid Waste Motion by Sullivan to amend proposed Ord to delete & decriminalize any violations contained therein	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			<p>Kwiatkowski motion to replace proposed language in red to in instances where three trash cans or more are required, one can may be replaced with a contractor approved recycling bin; suggestion by Sullivan to use substituted instead of replaced</p> <p>Sullivan motion to adopt proposed Ord as amended</p>	<p>Sullivan Kwiatkowski Butler Fletcher Freer</p> <p>Sullivan Kwiatkowski Butler Fletcher Freer</p>		<p>X X X X X</p> <p>X X X X</p>	X
		16	<p>Disc & Poss Approval Amending Fee Schedule</p> <p>a. Res 18-18, Amending HB Fee Schedule (Recycling Charges)</p> <p>b. Res 18-14, Amending HB Fee Schedule (Special Event Fee)</p>	<p>Sullivan Kwiatkowski Butler Fletcher Freer</p> <p>Sullivan Kwiatkowski Butler Fletcher Freer</p>		<p>X X X X X</p> <p>X X X X</p>	
		17	<p>Disc & Poss Action on Poyner Spruill LLP Proposal Concerning Consulting Services</p> <p>Freer motion to accept contract with following changes that are on page 78 of package where they would add along w beach nourishment efforts for replacement of beach quality sand on east end of HB & also add any other beach nourishment opportunities & second one is to remove 50-year plan as part of contract</p> <p>a. Ord 18-17, Amending Ord 18-10, Revenues & Appropriations Ord for Fiscal Year 2018-2019 (Amendment No. 4)</p>	<p>Sullivan Kwiatkowski Butler Fletcher Freer</p> <p>Sullivan Kwiatkowski Butler Fletcher Freer</p>		<p>X X X X X</p> <p>X X X X</p>	
		18	<p>Disc & Poss Approval Ord 18-18, Amending HB Code of Ords, Chapter 30: Town Government & Officials (Section 30.26 – Audit Committee of the BOC)</p> <p>Fletcher motion to accept charter “as amended,” (previous paragraph: “Attorney Fox said it should</p>	<p>Sullivan Kwiatkowski</p>		<p>X X</p>	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			say the chairman of the Board of Commissioners' Audit Committee shall make a recommendation to the Board of Commissioners on who shall serve as the public members. She said the remaining part would stay. She added the Town should follow its normal procedures. Town Clerk Finnell read what the change would be."	Butler Fletcher Freer		X X X	
		19	<p>Disc & Poss Action Amending Rules of Procedure</p> <p>a. Part VI, Agenda, Rule 13. Agenda, Section A & Part X. Public Hearings & Comment Periods, Rule 36, Public Hearings & Comment Periods, Section 2, Public Comment Periods:</p> <p>Butler said he is recommending second sentence contained in Rule 13, Agenda, on page 5 of the Suggested Rules of Procedure for the Town of Holden Beach Board be revised. To be consistent at both regular and special meetings, he would like for the current wording in that sentence to be standardized for both regular and special meetings to encourage public participation to provide comments on agenda items. Also from the last meeting in reviewing page 16 he noted that would be a perfect place to also put that comment. He would like his comments his motion; seconded by Freer.</p> <p>b. Part VI. Agenda, Rule 13. Agenda, Section B:</p> <p>Kwiatkowski motion to amend to remove word significant from last sentence</p>	<p>Sullivan Kwiatkowski Butler Fletcher Freer</p> <p>Sullivan Kwiatkowski Butler Fletcher Freer</p>		<p>X X X X X</p> <p>X X X X X</p>	
		20	<p>Disc & Poss Action Related to Large/Party Houses on HB:</p> <p>Sullivan motion that proposal would be that P&Z consider feasibility and applicability of zoning proposals instituted by municipalities within Dare County, #1 – Southern Shores, creation of a residential overlay district. Proposal will require stricter development standards for homes built</p>	<p>Sullivan Kwiatkowski Butler Fletcher Freer</p>		<p>X X X X X</p>	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			<p>within district based on size of the proposed home and #2 – Duck which is proposing to use lot size in determining allowable septic capacity and house size.</p> <p>Sullivan stated Board can change #2 from Duck to investigate proposals that Duck has suggested.</p> <p>Planning Director Evans said if Duck is talking about septic systems, septic systems are the only way you can legitimately limit the number of bedrooms because septic systems are governed by onsite wastewater. He suggested looking more towards Oak Island.</p>				
		23	Disc & Poss Approval BOC's 2019 Meeting Schedule	Sullivan Kwiatkowski Butler Fletcher Freer		X X X X X	
12/18/18	Spcl		<p>Disc & Finalization of Ord 18-16, Amending HB Code of Ord Chapter 50: Solid Waste (for possible adoption at 12/18/18 Reg Mtg)</p> <p>Disc & Decision on Preferred Rollback Option for Town</p>	Sullivan Kwiatkowski Butler Fletcher Freer	X		
1/15/19	Reg	4	Agenda	Fletcher Sullivan Kwiatkowski Buter Freer		X X X X X	
		5	Minutes: Spcl Mtg 12/18/18 Reg Mtg 12/18/18	Fletcher Sullivan Kwiatkowski Buter Freer		X X X X X	
		10	Disc & Poss Nomination of BOC Member Fletcher to Serve as Audit Committee Chair	Fletcher Sullivan Kwiatkowski Buter Freer		X X X X X	
		11	Disc & Poss Nomination of Thomas Myers & Mark Fleischhauer to return to Audit Committee, and Woody Tyner & Anthony Chavonne appointed as new members	Fletcher Sullivan Kwiatkowski Buter		X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
				Freer		X	
		12	Disc & Poss Approval Ord 19-01, Ord Amending HB Code of Ordinances Chapter 151: Building & Housing Regulations (Impact Fees) (acknowledgement of removal of section to comply with session law)	Fletcher Sullivan Kwiatkowski Buter Freer		X X X X X	
		14	Disc & Poss Approval of Proclamation Recognizing Town's 50th Anniversary of Incorporation	Fletcher Sullivan Kwiatkowski Buter Freer		X X X X X	
		23	Disc & Poss Scheduling of Date for Interviews for Vacancy on Parks & Recreation Advisory Board (6:45 pm prior to February meeting)	Fletcher Sullivan Kwiatkowski Buter Freer		X X X X X	
			Executive Session – Res 19-01 Authorizing Filing of Condemnation Actions to Acquire Perpetual Easements for Town's Eastern Reach Shore Protection Project	Fletcher Sullivan Kwiatkowski Buter Freer		X X X X X	
1/15/19	Spcl		Interviews for Audit Committee – Ron Skubic not serving again; existing members would like to be interviewed again; Interviewed: Mark Fleischhauer, Tom Myers, Anthony Chavonne and Woody Tyner	Fletcher Sullivan Kwiatkowski Butler Freer	X		
1/16/19	Spcl		Disc & Poss Action on Setting 2019 BOC's Objectives w Town Management	Fletcher Sullivan Kwiatkowski Butler Freer	X		
2/5/19	Spcl		Agenda, motion to amend to remove language from #4 from Disc & Poss Action on Solid Waste Program to simply Discussion	Fletcher Sullivan Kwiatkowski Butler Freer		X X	X X X
			Disc & Poss Action on Setting 2019 BOC's Objectives w Town Management		X		
			Disc & Poss Action on Solid Waste Program		X		
2/15/19	Spcl		Agenda amended to reverse Items #2 & #3	Fletcher Sullivan		X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
				Kwiatkowski Butler Freer		X X X	
			Disc & Poss Action – Internal Control Report & Proposal Presented by RSM		X		
			Executive Session (no topic given)		X		
2/19/19	Reg	4	Agenda	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		5	Minutes: Spcl Mtg 1/15/19 Reg Mtg 1/15/19 Spcl Mtg 1/16/19	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		13	Disc & Poss Nomination of Member to Serve on Parks & Recreation Advisory Board – Candace Vick selected	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		14	Disc & Poss Action to Have Town Incorporate Recommended Changes to Chapter 50: Solid Waste (to direct staff to write enforceable ordinance incorporating changes recommended by Butler, to be brought back to next month's mtg for vote	Butler Freer Fletcher Kwiatkowski Sullivan		X X X	X X
		20	Addition to Classification & Pay Plan: Water Distribution/Wastewater Collection System Technician & Equipment Operator Positions	Butler Freer Fletcher Kwiatkowski Sullivan		X X X X X	
		21	Disc & Poss Approval Res 19-02, Authorizing Advertisement by Electronic Means for Formal Bidding	Butler Freer Fletcher Kwiatkowski Sullivan		X X X X X	
		22	Disc & Poss Action Res 19-03, Designation of Applicant's Agent (Hurricane Michael Res)	Butler Freer Fletcher Kwiatkowski		X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
				Sullivan		X	
			Executive Session: Personnel Matter (not elaborated upon)		X		
2/19/19	Spcl		Interviews for Vacancy on Parks & Recreation Advisory Board (Candace Vick and Stu Atwell)	Fletcher Sullivan Kwiatkowski Butler Freer	X		
3/7/19	Spcl		Budget Workshop – Rough Draft Revenues & Expenses	Fletcher Sullivan Kwiatkowski Butler	X		
3/19/19	Reg	4	Agenda	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		5	Minutes: Spcl Mtg 2/5/19 Spcl Mtg 2/15/19 Spcl Mtg 2/19/19 Reg Mtg 2/19/19	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		7	Request of Brunswick County Chamber of Commerce to Ask Permission to Host Kids Expo at HB Pavilion	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		11	Disc & Poss Approval Ord 19-03, Amending HB Code of Ordinances, Chapter 50: Solid Waste Also re-bid roll back service so it may be implemented	Fletcher Sullivan Kwiatkowski Butler Freer		X X X	X X
		12	Disc & Poss Approval Ord 19-04, Ord Amending Ord 18-10, Revenues & Appropriations Ord for Fiscal Year 2018-2019 (Amendment No 5) (sand search to replace sand lost to Florence & Michael)	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		15	Disc & Poss Action on Matters Discussed in 3/8 Audit Committee Mtg – amended to allow Town Mgr to implement needed changes ASAP & present to Audit Committee to check against	Fletcher Sullivan Kwiatkowski Butler		X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			deficiencies found in Internal Control Review	Freer		X	
		16	Disc & Poss Approval Updated Records Retention & Disposition Schedule: General Records Schedule for Local Government Agencies	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
3/21/19	Spcl		Budget Workshop	Fletcher Sullivan Kwiatkowski Butler Freer	X		
3/28/19	Spcl		Budget Workshop	Fletcher Sullivan Kwiatkowski Freer	X		
4/3/19	Spcl		Executive Session with Town Attorney to consider performance of employee (no other info provided) Open Session: Fletcher motion to authorize Town attorney to send out notices of intent to those who have not returned request for perpetual nourishment easements & be authorized to state in notice of intent that sum of \$15 will be paid per easement	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
4/12/19	Spcl		Budget Workshop	Fletcher Sullivan Kwiatkowski Butler Freer	X		
4/16/19	Reg		Agenda, amended to remove Item #19 (Board's priority objectives, which were discussed at the budget meeting) – the decisions of that meeting will appear in minutes of that meeting and if any citizens have comments or questions they can address at next BOC meeting	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Minutes: Spcl mtg 3/7/19 Reg mtg 3/19/19 Spcl mtg 3/21/19 Spcl mtg 4/3/19	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Disc & Poss Award of Contract for Roadway Work (Sand Spur, Sand Dune and Sand Piper) to Highland Paving	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Receipt of Inlet and Beach Protection Report: Name of work that will be forthcoming at the Central Reach area to be CRR, Central Reach Reimbursement.	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Disc & Poss Selection of Contractor to Perform Rollback Services for Town: Fullwood's Lawn Service	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Disc & Poss Approval of Ord 19-06, Amending Ord 18-10, Revenues & Appropriations Ord for Fiscal Year 2018-2019 (Amendment No. 6)	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Disc & Poss Action to Instruct Town Manager to Obtain Bids for Development of Cost-Justified Water and Wastewater System Development Fees Report	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
4/19/19	Spcl		Disc & Poss Selection of Engineering Firm for Engineering Design & Construction Management Services for Vacuum Sewer Station #3 Upgrade	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
5/21/19	Reg	4	Agenda, as amended, Item 16 removed due to illness & Executive Session added at end of mtg	Fletcher Sullivan Butler Freer		X X X X	
		5	Minutes: Spcl Mtg 3/28/19 Spcl Mtg 4/12/19 Reg Mtg 4/16/19 Spcl Mtg 4/19/19	Fletcher Sullivan Butler Freer		X X X X	
		13	Disc & Poss Action – Review of Fiscal Year 2019-2020 Budget Message – reduce budget to be	Fletcher Sullivan Butler		X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			revenue neutral	Freer		X	
		18	Disc & Poss Action Ord 19-08, Ord Enacting & Adopting Supplement to Code of Ordinances (housekeeping issue)	Fletcher Sullivan Butler Freer		X X X X	
			Executive Session to Consult w Town Atty (not elaborated upon)				
5/21/19	Spcl		Poyner Spruill Update	Fletcher Sullivan Butler Freer	X		
6/18/19	Reg	4	Agenda, amended to Delete Item #8 and Add Executive Session	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		5	Minutes: Spcl Mtg 5/21/19 Reg Mtg 5/21/19 (as amended) on page 10 to clarify not only to be revenue neutral but have two-cent reduction in tax rate – was never seconded & another motion was made by Freer – he asked that comment be added to explain no second made to his motion before Freer’s motion.	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		11	Disc & Poss Action Lockwood Folly Inlet Dredging a. Ord 19-09, Ord Amending Ord. 18-10, Revenues & Appropriations Ord for Fiscal Year 2018-2019 (Amendment No. 8) (using \$288,295 from Capital Reserve for Lockwood Folly Dredging; \$100,000 will also be used from current year’s budget)	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		12	Disc & Poss Adoption Ord 19-10, Budget Ord for Fiscal Year 2019-2020	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X	X
		14	Disc & Poss Approval of Agreement between Town & Green Engineering for Engineering Services for Structural & Mechanical Modifications to Vacuum Sewer Pump Station #3	Fletcher Sullivan Kwiatkowski Butler		X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			(includes engineering for removing wet well at Station 4)	Freer		X	
		15	Disc & Poss Action Proposed Ord for Maximum House Construction (directed Planning & Inspections prepare ordinance & send to Town Atty for review)	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		18	Disc & Poss Nomination of Member to Fill Vacancy on Inlet & Beach Protection Board – Timothy Gibble selected <u>Timothy Gibble:</u> Fletcher, Sullivan, Freer <u>Irvin Woods:</u> Kwiatkowski <u>Phillip Caldwell:</u> Butler	Fletcher Sullivan Kwiatkowski Butler Freer			
		20	Disc & Poss Approval Updated Records Retention & Disposition Schedule: General Records Schedule for Local Government Agencies	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Executive Session: to Establish or Instruct Staff or Agent Concerning Negotiation of Price or Terms of Contract Concerning Acquisition of Real Property		X		
			Open Session: Attorney Fox resigned; Motion to accept resignation & appoint her as interim atty and direct Town Mgr to put out RFP for legal services	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
6/18/19	Spcl		Interviews for Vacancy of Inlet & Beach Protection Board (Phillip Caldwell and Timothy Gibble interviewed)	Fletcher Sullivan Kwiatkowski Butler Freer	X		
7/8/19	Spcl		Executive Session to Establish or Instruct Staff or Agent concerning Negotiation of Price or Terms of a Contract Concerning the Acquisition of Real Property (no details given re which property)	Fletcher Sullivan Kwiatkowski Butler Freer	X		
7/8/19	Spcl		Disc of Federal Beach Nourishment Issues w Christine Brayman, Deputy District Engineer for Programs and Project Manafement, US Army Corps of Engineers	Fletcher Sullivan Kwiatkowski Butler	X		

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
				Freer			
7/16/19	Reg	4	Agenda, Item 11 postponed; Item 9c changed to include auditor selection for 2018-2018FY; references in #9 to 2019 audit need changed to 2018	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		5	Minutes: Spcl Mtg 6/18/19 Reg Mtg 6/18/19	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		9	Presentation, Disc & Poss Action 2017-2018 Audit Report a. Presentation b. Recommendations of Audit Committee – Motion to pay additional \$10,000 Agreed by consensus to issue RFP for audit services & schedule special mtg to select c. 2017-2018 Audit Report d. Audit Committee Role as Advisory to BOC (tabled until next month)	Fletcher Sullivan Kwiatkowski Butler Freer Fletcher Sullivan Kwiatkowski Butler Freer Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X X X X X X	X X
		12	Disc & Poss Action Amended Audit Contract for Fiscal Year 2017-2018 with Rives and Associates a. Ord 19-11, Ord Amending Ord 19-10, Revenues & Appropriations Ord for Fiscal Year 2019-2020 (Amendment No 1) (extra \$10,000)	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		14	Disc & Poss Nomination of Members to Fill	Fletcher		X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Vacancies on Planning & Zoning Board, Board of Adjustment & Parks & Recreation Advisory Board Olivia Gomez reappointed to Parks & Rec Vicki Myers, Pete Pallas & Woody Tyner reappointed to P&Z; Richard Griffin appointed to Board of Adjustment	Sullivan Kwiatkowski Butler Freer		X X X X	
		16	Disc & Poss Action to Request Planning & Zoning Board Provide Full Report on Evaluation for Second Water Tower to BOC – “consensus to wait for new policy”	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		17	Disc & Poss Action Revise Chapter 91: Fire Prevention, Section 91.16 Recreational Fires – “agreed by consensus” to ask staff to bring text amendment to address people grilling on beach strand on in public areas	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Executive Session: to Establish or Instruct Staff or Agent Concerning Negotiation of Price or Terms of Contract Concerning Acquisition of Real Property; and to Consult with Town Atty	Fletcher Sullivan Kwiatkowski Butler Freer	X		
7/16/19	Spcl		Interviews for Vacancies on Planning & Zoning Board, Board of Adjustment and Parks & Recreations Advisory Board: Interviewed Richard Griffin	Fletcher Sullivan Kwiatkowski Butler Freer	X		
8/6/19	Spcl		Disc & Poss Selection of Auditor for Fiscal Year Ending June 30, 2019: Rives & Associates	Fletcher Sullivan Kwiatkowski Butler Freer		X X X	X X
			Executive Session to Discuss Personnel Matter (no other info given)	Fletcher Sullivan Kwiatkowski Butler Freer	X		
8/12/19	Spcl		Disc & Poss Action on Ord 19-12, Amending Ord 19-10, Revenues & Appropriations Ord for Fiscal Year 2019-2010 (Amendment No. 2)	Fletcher Sullivan Kwiatkowski Freer		X X X	X

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Disc & Poss Action on Audit Contract for Fiscal Year 2018-2019 w Rives and Associates	Fletcher Sullivan Kwiatkowski Freer		X X X	X
8/20/19	Reg		Agenda, amended to add Item 6a – Disc & Poss Action on Appointment of Alternate Member Anne Arnold as Regular Member to Board of Adjustment to Fill Seat Brought About by Resignation of Regular Member Larry Reinhart Amended to add Item 8a, Disc & Poss Action to Revise Paragraph k of Chapter 72: Parking Regulations	Fletcher Sullivan Kwiatkowski Butler Freer Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X X X X X	X X
			Minutes with correction on page 22, in the middle paragraph, 4th line, the word “not” should be added (did not say in which minutes this change s/b made): Spcl mtg 7/8/19 Spcl mtg 7/8/19 (2nd mtg) Spcl mtg 7/16/19 Reg mtg 7/16/19 Spcl mtg 8/6/19	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Disc & Poss Action on Appointment of Alternate Member Anne Arnold as Regular Member of Board of Adjustment to Fill Seat Brought About by Resignation of Regular Member Larry Reinhart	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Disc & Poss Action on Participating in Multi-Jurisdictional Disaster Debris Management Contract	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Disc & Poss Action on Ord 19-13, Amending HB Code of Ords, Chapter 91: Fire Prevention	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Disc & Poss Action on Ord 19-14, Amending HB Code of Ords, Chapter 154: Flood Damage	Fletcher Sullivan Kwiatkowski		X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
			Prevention	Butler Freer		X X	
			Executive Session re personnel matter, to establish or instruct staff or agent re negotiation of price or terms of a contract concerning acquisition of real property and to consult with town atty	Fletcher Sullivan Kwiatkowski Butler Freer	X		
9/17/19	Reg	4	Agenda, amended to remove "Possible Action" from Item #7	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		5	Minutes: Spcl Mtg 8/12/19 Reg Mtg 8/20/19	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		8	Disc & Poss Action on Asset & Inventory Assessment Grant Application a. Res. 19-04, Res. By Governing Body of Applicant	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		10	Disc & Poss Action Section 72.02 Parking Regulated on Public Streets & Right-of-Way Town Atty to write ord. language & bring to upcoming BoC mtg for approval	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		11	Disc & Poss Action Participation in Multi-Jurisdictional Disaster Debris Planning & Support Management Contract	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
		13	Disc & Poss Approval for Town Mgr to Enter into License Agreement w West End Property Owners Assoc	Fletcher Sullivan Kwiatkowski Butler Freer		X X X X X	
			Executive Session Give Town Mgr 2% raise retroactively effective on anniversary date	Fletcher Sullivan Kwiatkowski Butler		X X X X	

Date	Reg or Spcl	Item #	Issue	Person Attended	No Action Taken	Y	N
				Freer		X	