

Jeff Wenzel
Mayor

Pamala Hall
Mayor Pro-Tem

Greg Hines
Councilmember

Rena Bragg
Councilmember

Dexter Sholar
Councilmember

Carolyn Stanley
Councilmember

Town of Holly Ridge

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Heather Reynolds, CMC
Town Manager

Tracy Martin
Deputy Town Clerk

**HOLLY RIDGE TOWN COUNCIL
REGULAR MONTHLY MEETING AGENDA
January 10th, 2023
All Items Are for Discussion and Possible Action
6:30 p.m.**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Approval of Agenda
4. Persons Wishing to Address the Town Council
5. Public Hearings
 - A. Discussion and Possible Approval of an Amendment to the Fiscal Year 2022-2023 Fee Schedule for Parks and Recreation Related Fees
 - Motion to go into Public Hearing
 - Public Comments/Discussion
 - Motion to return to Regular Session

Recommendation: Action to approve an Amendment to the Fiscal Year 2022-2023 Fee Schedule for Parks and Recreation Related Fees.
6. Town Manager Report
7. **Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular meeting)**
 - A. Approval of the Following Minutes
 - December 13th, 2023, Regular Meeting
 - B. Department Head Reports
 - Finance Department
 - Fire Department
 - Police Department
 - Planning & Zoning Inspections Report
 - Parks & Recreation Report
 - C. Committee Reports
 - Planning Board
 - Board of Adjustment
 - ONWASA
 - Re-Branding Committee

8. **Old Business**

- A. **Discussion and Consideration of the Proposal from Ten Nails Construction, Inc. for Renovations to the Town Hall Facility.**
Recommendation: Direction and Possibly call for a Special Meeting to hold a Workshop to Discuss the Town Hall Facility.
- B. **Manager Update on the Street Repairs and Project Timeline Update for Pavement Condition Survey.**
Recommendation: For information only.

9. **New Business**

- A. **Presentation of the Parks and Recreation Project Timeline and Discussion of Upcoming Tasks.**
Recommendation: Manager Reynolds to Present the Parks and Recreation Project Timeline and Receive Feedback from the Mayor and Town Council.
- B. **Discussion and Possible Approval of a Proposal from National Sports Services not to Exceed \$18,000 from Line Item 10-620-96-0 – Parks and Recreation Capital Improvements.**
Recommendation: Action to possibly approve the Proposal from National Sports Services to be paid From Line Item 10-620-96-0 Capital Improvements (Parks & Rec) for an Amount to Not Exceed \$18,000.

10. **Persons Wishing to Address the Town Council**

11. **Town Council Comments**

12. **Announcements:**

- **Monday, January 16th, 2023, Town Hall Closed in Observance of Martin Luther King Jr. Day**
- **Tuesday, January 17th, 2023, Planning Board Meeting – beginning at 6:30 p.m. in the Council Chambers**
- **Tuesday, January 24th, 2023, Board of Adjustment Meeting – beginning at 6:30 p.m. in the Council Chambers**
- **Tuesday, January 24th, 2023, Four Town Meeting – beginning at 12:00 p.m. at the Surf City Town Hall – hosted by Surf City**

13. **Closed Session**

14. **Adjournment**



Town Council Regular Meeting Agenda

Agenda Item:	5-A
Date:	1/10/2023

PUBLIC HEARING: Discussion and Possible Approval to of an Amendment to the Fiscal Year 2022-2023 Fee Schedule for Parks and Recreation Related Fees

Issue Statement

During the December Regular Town Council Meeting a Public Hearing was called for to receive public comments on the proposed amendments to the current Fee Schedule for Parks and Recreation related fees.

Action Needed

Conduct the Public Hearing and Receive Public Comments

Recommendation

Action to approve an Amendment to the Fiscal Year 2022-2023 Fee Schedule for Parks and Recreation Related Fees.

Attachments:

- A. Proposed Fee Schedule

Athletics

Medians based on Fee Study of Surf City, Onslow County, & Jacksonville

	Recommendation		Median	Past
	Tax Payer	Non-Tax Payer		
Adult Team	425-500*		550	175-325
Adult Individual	15-40*		38	
Youth Individual	15-40*		52	
Sponsor	150-500			
Sponsor Renewal	100 (Team Only)			
* Vary based on program/ Residents receive \$5 discount per person				

Facility Rentals

Medians based on Fee Study of Surf City, Onslow County, & Jacksonville

	Recommendation		Median	Past
	Tax Payer	Non-Tax Payer		
Hourly (Venue)	30/hour	50/hour	62.2	25/50
*3 hour min. / 6 hour max.				
Full Day (Venue) (8am - 11pm)	300/day	500/day	591.4	300
Security Deposits	100/event		75	100
Pavilions	10/hour	15/hour	11.6	\$20-\$30 - \$5/each adtl. Hour
Staffing	25/hour		25	
Lights	15/hour		13.3	60/4 hours
Fields	10/hour	15/hour	45	\$20 - \$5/each adtl. Hour
Field Setup	55/event		55	
Park Rental Deposit	50/event		50	
Park Cleanup	250		250	
Permit Fee	10/item		10	10

Programs

Medians based on Fee Study of Surf City, Onslow County, & Jacksonville

Recommendation				
Vary Based on Program				

Events

Medians based on Fee Study of Surf City, Onslow County, & Jacksonville

	Recommendation		Median	Past
	Tax Payer	Non-Tax Payer		
Small Event Vendor	25/event	50/event	74	
Large Event Vendor	50/event	100/event		
Food Vendor	50/event	100/event	93	
Electrical	20/day		22.5	
Special Event Application	50/event		150	
Grounds Cleanup	30/hour		45/hour	

Holly Ridge
Statement of Revenue and Expenditures

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 01/05/23
 Expend Account Range: First to Last Include Non-Budget: No Current Period: 07/01/22 to 01/05/23
 Print Zero YTD Activity: No Prior Year: 07/01/21 to 01/05/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-301-00-0	Property Taxes (Prior Year)	4,445.38	67,200.00	7,327.56	7,327.56	0.00	59,872.44-	11
10-301-91-0	Property Taxes (Current Year)	1,426,027.32	2,172,800.00	641,558.66	641,558.66	0.00	1,531,241.34-	30
10-301-91-1	Dmv Taxes	87,623.67	168,081.60	55,077.08	55,077.08	0.00	113,004.52-	33
10-302-00-0	FEMA Public Assistance	0.00	200,000.00	0.00	0.00	0.00	200,000.00-	0
10-302-01-2	ARPA Funds	450,478.84	900,957.67	450,478.83	450,478.83	0.00	450,478.84-	50
10-303-00-1	Demo Grant	0.00	200,000.00	0.00	0.00	0.00	200,000.00-	0
10-303-00-2	Golden Leaf	0.00	200,000.00	0.00	0.00	0.00	200,000.00-	0
10-303-00-3	IDF	0.00	1,335,000.00	0.00	0.00	0.00	1,335,000.00-	0
10-303-00-4	Industrial Park Lot Sales	0.00	1,605,000.00	7,200.00	7,200.00	0.00	1,597,800.00-	0
10-317-00-0	Interest On Taxes	1,685.14	5,000.00	679.71	679.71	0.00	4,320.29-	14
10-325-00-0	Privilege Licenses	0.00	300.00	15.00	15.00	0.00	285.00-	5
10-329-00-0	Interest Income	248.67	400.00	112.57	112.57	0.00	287.43-	28
10-330-00-0	Parks And Recreation	160.50	1,500.00	9,029.75	9,029.75	0.00	7,529.75	602
10-330-01-0	Special Event	650.00	900.00	18,819.00	18,819.00	0.00	17,919.00	***
10-331-00-0	Liberty Fountain	420.00	200.00	0.00	0.00	0.00	200.00-	0
10-335-00-0	Miscellaneous Income	11,575.38	7,000.00	13,817.85	13,817.85	0.00	6,817.85	197
10-335-01-0	ONWASA Satellite Office	17,985.20	35,000.00	15,783.35	15,783.35	0.00	19,216.65-	45
10-337-00-0	Utility Franchise Tax	77,302.35	120,000.00	39,067.91	39,067.91	0.00	80,932.09-	33
10-345-00-0	Local Option Sales Tax	565,412.86	750,335.02	598,163.63	598,163.63	0.00	152,171.39-	80
10-347-00-0	ABC Revenue	21,939.00	40,700.00	18,833.00	18,833.00	0.00	21,867.00-	46
10-349-00-0	Solid Waste Tax	1,172.07	1,230.00	1,576.59	1,576.59	0.00	346.59	128
10-351-00-0	Court Fees	666.00	2,200.00	757.05	757.05	0.00	1,442.95-	34
10-352-00-0	Civil Citations	0.00	300.00	100.00	100.00	0.00	200.00-	33
10-353-00-0	Homeowner Recovery	141.00	165.00	40.00	40.00	0.00	125.00-	24
10-354-00-0	Substance Tax Proceeds	0.00	1,500.00	216.35	216.35	0.00	1,283.65-	14
10-355-01-0	Planning/Zoning Fees	15,345.00	24,000.00	6,025.00	6,025.00	0.00	17,975.00-	25
10-357-00-0	Building Fees	205,256.89	280,000.00	137,838.15	137,838.15	0.00	142,161.85-	49
10-358-00-0	Sale of Surplus Property	19,343.00	0.00	0.00	0.00	0.00	0.00	0
10-359-00-0	Garbage Collection (Solid Waste Fees)	143,062.68	313,200.00	103,241.56	103,241.56	0.00	209,958.44-	33
10-361-00-0	Recycling Fees	43,536.26	86,400.00	31,674.41	31,674.41	0.00	54,725.59-	37
10-367-01-0	County/State Sales Tax Refund	0.00	7,000.00	0.00	0.00	0.00	7,000.00-	0
10-399-00-0	Fund Balance Appropriation	0.00	88,200.00	0.00	0.00	0.00	88,200.00-	0
10-400-00-0	Community Building	6,205.00	15,000.00	3,698.40	3,698.40	0.00	11,301.60-	25
10-415-01-0	Onslow County Tourism	0.00	5,000.00	0.00	0.00	0.00	5,000.00-	0
10-417-00-0	CAMA Access Grant ML	0.00	89,681.00	0.00	0.00	0.00	89,681.00-	0
10-418-00-0	Balance FWD Capital Imp. Str	0.00	41,079.46	0.00	0.00	0.00	41,079.46-	0

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
	10 Fund 10 Revenue Total	3,100,682.21	8,765,329.75	2,161,131.41	2,161,131.41	0.00	6,604,198.34-	25
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-410-00-0	Governing Board:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-410-01-0	Salaries	7,266.40	16,200.00	6,750.00	6,750.00	0.00	9,450.00	42
10-410-02-0	Social Security	0.00	1,300.00	0.00	0.00	0.00	1,300.00	0
10-410-04-0	Prof. Serv. Legal	20,245.11	40,000.00	4,592.97	4,592.97	0.00	35,407.03	11
10-410-04-1	Prof Serv Audit	0.00	15,000.00	7,500.00	7,500.00	0.00	7,500.00	50
10-410-05-0	Ads/Notices	480.80	3,500.00	1,832.20	1,832.20	0.00	1,667.80	52
10-410-06-0	Codes Services	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-410-07-0	Contracted Services	28,075.40	162,000.00	64,009.64	64,009.64	0.00	97,990.36	40
10-410-08-0	Donations to Other Organizations	7,000.00	12,500.00	8,974.00	8,974.00	0.00	3,526.00	72
10-410-09-0	Departmental Supplies	291.19	1,000.00	135.58	135.58	0.00	864.42	14
10-410-10-0	Dues & Subscriptions	1,355.00	5,000.00	1,922.00	1,922.00	0.00	3,078.00	38
10-410-11-0	Travel, Training, Meetings	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-410-12-0	Consumables	361.76	1,200.00	63.37	63.37	0.00	1,136.63	5
10-410-13-0	Tax Refunds	0.00	2,000.00	185.69	185.69	0.00	1,814.31	9
10-410-15-0	Rebranding Initiative	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0
10-420-00-0	ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-420-02-0	Salaries	99,837.05	173,192.06	70,251.60	70,251.60	0.00	102,940.46	41
10-420-02-1	Longevity	0.00	4,503.85	0.00	0.00	0.00	4,503.85	0
10-420-02-2	Christmas Bonus	150.00	300.00	0.00	0.00	0.00	300.00	0
10-420-05-0	Social Security	7,637.56	13,249.19	0.00	0.00	0.00	13,249.19	0
10-420-07-0	Retirement	8,088.34	24,085.30	8,405.97	8,405.97	0.00	15,679.33	35
10-420-08-0	401k	3,547.47	9,099.80	3,462.12	3,462.12	0.00	5,637.68	38
10-420-09-0	Other Fringe Benefits--Ins	5,447.58	29,066.96	1,503.45	1,503.45	0.00	27,563.51	5
10-420-10-0	Training	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
10-420-11-1	Telephone	2,102.31	5,000.00	1,842.86	1,842.86	0.00	3,157.14	37
10-420-14-0	Travel & Expenses	0.00	2,000.00	549.32	549.32	0.00	1,450.68	27
10-420-16-0	M/R Equipment	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-420-26-0	Advertising	0.00	1,455.16	57.60	57.60	0.00	1,397.56	4
10-420-27-0	Bank Service Charges	54.98	0.00	0.00	0.00	0.00	0.00	0
10-420-32-0	Office Supplies	1,846.13	2,500.00	52.50	52.50	0.00	2,447.50	2
10-420-33-0	Departmental Supplies	1,394.42	3,500.00	442.98	442.98	0.00	3,057.02	13
10-420-53-0	Dues And Subscriptions	609.00	1,000.00	730.00	730.00	0.00	270.00	73
10-420-57-0	Miscellaneous	0.00	2,500.00	1,159.15	1,159.15	0.00	1,340.85	46
10-420-74-0	Capital Outlay Equipment	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
10-510-00-0	POLICE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-510-02-0	Salaries--Police Dept	380,705.89	754,445.76	271,508.99	271,508.99	0.00	482,936.77	36

Holly Ridge
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-510-02-1	Longevity	0.00	3,516.24	0.00	0.00	0.00	3,516.24	0
10-510-02-3	Christmas Bonus	0.00	2,100.00	0.00	0.00	0.00	2,100.00	0
10-510-02-4	Education/Certification/Incentive	0.00	9,058.47	0.00	0.00	0.00	9,058.47	0
10-510-02-5	Overtime Program	0.00	15,500.00	0.00	0.00	0.00	15,500.00	0
10-510-03-0	Psa Salary	0.00	19,560.00	0.00	0.00	0.00	19,560.00	0
10-510-04-0	Retiree Benefits	7,391.60	22,000.00	6,144.24	6,144.24	0.00	15,855.76	28
10-510-05-0	Social Security	29,120.94	58,144.74	0.00	0.00	0.00	58,144.74	0
10-510-07-0	Retirement	32,105.56	106,731.09	40,356.13	40,356.13	0.00	66,374.96	38
10-510-08-0	401k	13,261.09	40,924.50	15,214.55	15,214.55	0.00	25,709.95	37
10-510-09-0	Other Fringe Benefits--Ins	37,397.62	92,874.16	4,956.91	4,956.91	0.00	87,917.25	5
10-510-10-0	Training	480.00	9,000.00	0.00	0.00	0.00	9,000.00	0
10-510-11-1	Telephone	5,844.92	15,000.00	7,415.49	7,415.49	0.00	7,584.51	49
10-510-11-2	Charter/Cable	1,199.54	2,900.00	1,523.31	1,523.31	0.00	1,376.69	53
10-510-14-0	Travel & Expenses	1,420.32	10,800.00	272.17	272.17	0.00	10,527.83	3
10-510-16-0	M/R Equipment	6,560.76	7,000.00	958.59	958.59	0.00	6,041.41	14
10-510-17-0	M/R Auto	5,125.55	5,000.00	219.70	219.70	0.00	4,780.30	4
10-510-31-0	Auto Supplies - Fuel	19,708.95	40,000.00	6,761.04	6,761.04	0.00	33,238.96	17
10-510-33-0	Departmental Supplies	1,936.47	3,500.00	0.00	0.00	0.00	3,500.00	0
10-510-34-0	Substance Tax Expenditures	0.00	500.00	3,063.00	3,063.00	0.00	2,563.00	613
10-510-36-0	Uniforms	3,528.29	7,000.00	756.50	756.50	0.00	6,243.50	11
10-510-37-0	FMRT	0.00	6,000.00	2,350.00	2,350.00	0.00	3,650.00	39
10-510-53-0	Dues & Subscriptions	4,844.00	15,900.00	5,132.20	5,132.20	0.00	10,767.80	32
10-510-57-0	Miscellaneous	4,911.45	4,000.00	1,907.05	1,907.05	0.00	2,092.95	48
10-510-74-0	Police Capital Outlay	95,239.68	41,175.74	15,807.26	15,807.26	0.00	25,368.48	38
10-540-00-0	Public Buildings & Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0
10-540-00-1	M/R Buildings and Grounds	12,736.37	80,000.00	54,616.28	54,616.28	0.00	25,383.72	68
10-540-00-2	Utilities	5,233.02	16,000.00	8,116.49	8,116.49	0.00	7,883.51	51
10-540-00-3	Cleaning Services	3,000.00	10,400.00	4,700.00	4,700.00	0.00	5,700.00	45
10-540-00-4	Cleaning Supplies	181.31	1,000.00	0.00	0.00	0.00	1,000.00	0
10-540-00-5	Pest Control	360.00	1,200.00	319.50	319.50	0.00	880.50	27
10-540-00-6	Capital Outlay	27,927.00	20,000.00	0.00	0.00	0.00	20,000.00	0
10-540-00-7	Town Hall Renovations	0.00	35,000.00	0.00	0.00	0.00	35,000.00	0
10-560-00-0	Streets - Municipal	0.00	0.00	0.00	0.00	0.00	0.00	0
10-560-13-0	STREET LIGHTS	25,052.78	100,000.00	49,776.98	49,776.98	0.00	50,223.02	50
10-560-15-0	Capital Improvements	558.00	64,000.00	0.00	0.00	0.00	64,000.00	0
10-560-16-0	Balance Forward	0.00	41,079.46	0.00	0.00	0.00	41,079.46	0
10-580-45-0	SANITATION:	158,277.30	295,800.00	144,021.14	144,021.14	0.00	151,778.86	49
10-580-45-1	Onslow County Tipping Fees	6,879.33	20,400.00	16,597.83	16,597.83	0.00	3,802.17	81
10-610-00-0	MAINTENANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-610-02-0	Salaries Maintenance	129,383.78	304,670.16	85,517.39	85,517.39	0.00	219,152.77	28

Holly Ridge
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-610-02-1	Longevity Pay Maintenance	0.00	1,839.43	0.00	0.00	0.00	1,839.43	0
10-610-02-2	Christmas Bonus	0.00	1,050.00	0.00	0.00	0.00	1,050.00	0
10-610-05-0	Social Security Maintenance	9,860.44	23,528.31	0.00	0.00	0.00	23,528.31	0
10-610-07-0	Retirement Maintenance	10,883.55	37,969.01	12,088.00	12,088.00	0.00	25,881.01	32
10-610-08-0	401k	4,773.50	15,637.98	3,431.39	3,431.39	0.00	12,206.59	22
10-610-09-0	Insurance	13,182.00	38,133.71	2,042.00	2,042.00	0.00	36,091.71	5
10-610-10-0	Training	304.90	3,500.00	0.00	0.00	0.00	3,500.00	0
10-610-11-1	Telephone	1,214.15	4,000.00	1,358.76	1,358.76	0.00	2,641.24	34
10-610-15-0	M/R Building & Grounds	0.00	0.00	0.18-	0.18-	0.00	0.18	0
10-610-16-0	M/R Equipment	1,961.02	9,000.00	984.16	984.16	0.00	8,015.84	11
10-610-17-0	M/R Auto	4,999.85	6,000.00	52.13	52.13	0.00	5,947.87	1
10-610-31-0	Auto Supplies	5,656.57	16,000.00	2,112.63	2,112.63	0.00	13,887.37	13
10-610-33-0	Departmental Supplies	2,997.42	14,000.00	463.28	463.28	0.00	13,536.72	3
10-610-34-0	Mosquito Control	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0
10-610-36-0	Uniforms	2,472.14	6,000.00	1,264.46	1,264.46	0.00	4,735.54	21
10-610-57-0	Miscellaneous	963.00	1,500.00	0.00	0.00	0.00	1,500.00	0
10-610-74-0	Capital Outlay-Equipment	217,365.36	51,600.00	50,120.00	50,120.00	0.00	1,480.00	97
10-620-00-0	PARKS AND RECREATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-620-02-3	Christmas Bonus	0.00	150.00	0.00	0.00	0.00	150.00	0
10-620-05-0	Social Security	0.00	3,836.48	0.00	0.00	0.00	3,836.48	0
10-620-07-0	Retirement	0.00	6,088.21	1,619.02	1,619.02	0.00	4,469.19	27
10-620-08-0	401-k	0.00	2,507.50	646.64	646.64	0.00	1,860.86	26
10-620-09-0	Other Fringe Benefits - Insurance	0.00	7,466.74	0.00	0.00	0.00	7,466.74	0
10-620-10-0	Training	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-620-11-0	Telephone	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0
10-620-14-0	Travel & Expenses	0.00	1,000.00	181.34	181.34	0.00	818.66	18
10-620-16-0	M/R Equipment	0.00	500.00	0.00	0.00	0.00	500.00	0
10-620-26-0	Advertising	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0
10-620-32-0	Office Supplies	0.00	500.00	0.00	0.00	0.00	500.00	0
10-620-33-0	Departmental Supplies	0.00	600.00	0.00	0.00	0.00	600.00	0
10-620-57-0	Miscellaneous	0.00	500.00	0.00	0.00	0.00	500.00	0
10-620-91-0	Events	4,192.60	36,994.00	14,576.95	14,576.95	0.00	22,417.05	39
10-620-91-1	Salaries	9,397.89	50,000.00	3,795.13	3,795.13	0.00	46,204.87	8
10-620-91-2	Parks,Grounds, Revitalization	10,798.72	14,600.00	0.00	0.00	0.00	14,600.00	0
10-620-92-0	Dues & Subscriptions	0.00	500.00	0.00	0.00	0.00	500.00	0
10-620-93-0	Community Building	1,261.28	10,000.00	239.95	239.95	0.00	9,760.05	2
10-620-94-0	Liberty Fountain	0.00	3,300.00	0.00	0.00	0.00	3,300.00	0
10-620-95-0	Fireworks	12,720.00	13,000.00	0.00	0.00	0.00	13,000.00	0
10-620-96-0	Capital Improvements	29,577.00	101,255.51	11,113.00	11,113.00	0.00	90,142.51	11
10-620-97-0	Summer Camp	4,498.83	8,000.00	2,206.36	2,206.36	0.00	5,793.64	28

Holly Ridge
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-620-98-0	Town Decorations	0.00	30,000.00	14,920.00	14,920.00	0.00	15,080.00	50
10-660-00-0	FINANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-660-01-0	Salary	35,857.54	72,300.33	25,611.05	25,611.05	0.00	46,689.28	35
10-660-02-0	Longevity	0.00	100.00	0.00	0.00	0.00	100.00	0
10-660-03-0	Christmas Bonus	0.00	150.00	0.00	0.00	0.00	150.00	0
10-660-04-0	Social Security	3,271.02	5,530.98	0.00	0.00	0.00	5,530.98	0
10-660-05-0	Retirement	3,778.19	9,836.48	4,055.65	4,055.65	0.00	5,780.83	41
10-660-06-0	401k	1,657.17	4,051.27	1,670.34	1,670.34	0.00	2,380.93	41
10-660-07-0	Other Fringe Benefits--Ins	2,723.80	7,466.74	196.00	196.00	0.00	7,270.74	3
10-660-08-0	Contracted Services	26,608.62	55,000.00	16,699.17	16,699.17	0.00	38,300.83	30
10-660-09-0	Office Supplies	548.19	700.00	0.00	0.00	0.00	700.00	0
10-660-10-0	Training	430.00	700.00	0.00	0.00	0.00	700.00	0
10-660-11-0	Travel and Expenses	695.00	800.00	0.00	0.00	0.00	800.00	0
10-660-12-0	Dues & Subscriptions	0.00	250.00	0.00	0.00	0.00	250.00	0
10-660-13-0	Telephone	0.00	200.00	0.00	0.00	0.00	200.00	0
10-660-14-0	Miscellaneous	0.00	500.00	0.00	0.00	0.00	500.00	0
10-660-15-0	Bank Service Charges	689.02	1,200.00	732.93	732.93	0.00	467.07	61
10-710-00-0	INSPECTIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-710-02-0	Salaries Inspections	105,153.07	279,673.78	93,220.09	93,220.09	0.00	186,453.69	33
10-710-02-1	Longevity Pay Inspections	0.00	785.30	0.00	0.00	0.00	785.30	0
10-710-02-2	Christmas Bonus	0.00	750.00	0.00	0.00	0.00	750.00	0
10-710-05-0	Social Security	8,246.67	21,512.49	0.00	0.00	0.00	21,512.49	0
10-710-07-0	Retirement	9,361.07	34,138.78	13,403.71	13,403.71	0.00	20,735.07	39
10-710-08-0	401k	3,816.19	14,060.45	5,527.97	5,527.97	0.00	8,532.48	39
10-710-09-0	Other Fringe Benefits--Insurance	8,057.40	30,266.97	1,139.00	1,139.00	0.00	29,127.97	4
10-710-10-0	Training	477.00	4,000.00	622.99	622.99	0.00	3,377.01	16
10-710-11-0	Postage	405.00	0.00	0.00	0.00	0.00	0.00	0
10-710-11-1	Telephone	827.05	2,800.00	1,109.54	1,109.54	0.00	1,690.46	40
10-710-14-0	Travel & Expense	2,386.19	6,000.00	1,564.46	1,564.46	0.00	4,435.54	26
10-710-16-0	M/R Equipment	715.04	4,000.00	0.00	0.00	0.00	4,000.00	0
10-710-17-0	M/R Auto	305.45	700.00	0.00	0.00	0.00	700.00	0
10-710-31-0	Auto Supplies	2,678.50	9,000.00	577.55	577.55	0.00	8,422.45	6
10-710-33-0	Department Supplies	434.60	5,000.00	34.94	34.94	0.00	4,965.06	1
10-710-36-0	Uniforms	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
10-710-45-0	Planning and Zoning Contract	8,024.50	7,000.00	2,602.50	2,602.50	0.00	4,397.50	37
10-710-53-0	Dues & Subscriptions	118.00	7,000.00	4,372.85	4,372.85	0.00	2,627.15	62
10-710-57-0	Miscellaneous	0.00	500.00	0.00	0.00	0.00	500.00	0
10-999-00-0	ORGANIZATIONAL EXPENSES:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-999-01-0	Insurance & Bond	59,695.20	89,700.00	111,493.49	111,493.49	0.00	21,793.49-	124
10-999-02-0	Contracted Services	33,887.15	28,000.00	18,013.64	18,013.64	0.00	9,986.36	64

Holly Ridge
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-999-03-0	Website	228.00	5,000.00	1,125.00	1,125.00	0.00	3,875.00	22
10-999-03-1	IT Services	0.00	63,000.00	33,352.81	33,352.81	0.00	29,647.19	53
10-999-04-0	Postage	691.04	2,500.00	755.78	755.78	0.00	1,744.22	30
10-999-05-0	Unemployment Insurance	0.00	3,000.00	2,480.68	2,480.68	0.00	519.32	83
10-999-06-0	Economic Development Grant	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
10-999-07-0	Interest For Truck Payments	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0
10-999-08-0	Contingencies	4,220.48	10,000.00	7,093.65	7,093.65	0.00	2,906.35	71
10-999-09-0	Health Reimbursement Arrangement	24,899.86	31,000.00	27,757.70	27,757.70	0.00	3,242.30	90
10-999-11-0	Vehicle Fleet Lease	0.00	150,000.00	66,578.70	66,578.70	0.00	83,421.30	44
10-999-11-1	Fleet Contract	0.00	4,500.00	20,182.64	20,182.64	0.00	15,682.64-	448
10-999-12-0	Safety and Health Program	153.48	9,000.00	0.00	0.00	0.00	9,000.00	0
10-999-14-0	Phase 2 Water	0.00	97,762.00	32,210.84	32,210.84	0.00	65,551.16	33
10-999-15-0	Phase 2 Sewer	0.00	88,849.00	53,282.87	53,282.87	0.00	35,566.13	60
10-999-16-0	Phase 2 Demo	0.00	212,752.00	2,246.13	2,246.13	0.00	210,505.87	1
10-999-17-0	Phase 2 Grading	0.00	14,063.87	743,247.31	743,247.31	0.00	729,183.44-	***
10-999-18-0	Phase 2 Stormwater	0.00	1,487,546.87	230,160.02	230,160.02	0.00	1,257,386.85	15
10-999-19-0	Phase 2 Demobilization	0.00	28,070.91	44,767.63	44,767.63	0.00	16,696.72-	159
10-999-20-0	Phase 2 Erosion Control	0.00	115,894.00	86,067.86	86,067.86	0.00	29,826.14	74
10-999-21-0	Phase 2 Road Construction	0.00	325,341.00	58,178.99	58,178.99	0.00	267,162.01	18
10-999-23-0	Acquisition Note	0.00	1,605,000.00	0.00	0.00	0.00	1,605,000.00	0
10-999-24-0	Phase 2 Engineering/Gen	0.00	150,000.00	11,327.65	11,327.65	0.00	138,672.35	8
10-999-30-0	Engineering/Design/Permits	0.00	9,500.00	1,500.00	1,500.00	0.00	8,000.00	16
10-999-31-0	Site Materials	0.00	31,722.00	0.00	0.00	0.00	31,722.00	0
10-999-32-0	Site Improvements/Labor	0.00	43,975.00	0.00	0.00	0.00	43,975.00	0
10-999-33-0	Maintenance/Const./Oversite	0.00	4,484.00	1,072.58	1,072.58	0.00	3,411.42	24
10 Fund 10 Expend Total		1,890,808.99	8,802,423.74	2,781,687.47	2,781,687.47	0.00	6,020,736.27	32

10 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	3,100,682.21	2,161,131.41	2,161,131.41
Expended:	1,890,808.99	2,781,687.47	2,781,687.47
Net Income:	1,209,873.22	620,556.06-	620,556.06-

Holly Ridge
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
11-343-00-0	Powell Bill Allocation	117,601.52	62,700.00	0.00	0.00	0.00	62,700.00-	0
11-343-01-0	Fund Balance Appropriated - Powell Bill	0.00	47,000.00	0.00	0.00	0.00	47,000.00-	0
	11 Fund 11 Revenue Total	117,601.52	109,700.00	0.00	0.00	0.00	109,700.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
11-570-00-0	MAINTENANCE REPAIR/AUTO:	0.00	0.00	0.00	0.00	0.00	0.00	0
11-570-01-0	Surveys & Engineering	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
11-570-18-0	M/R Streets	5,266.77	49,700.00	14,809.80	14,809.80	0.00	34,890.20	30
11-570-19-0	Debt Services	0.00	45,000.00	0.00	0.00	0.00	45,000.00	0
	11 Fund 11 Expend Total	5,266.77	109,700.00	14,809.80	14,809.80	0.00	94,890.20	14

11 Fund

	Prior	Current	YTD
Revenues:	117,601.52	0.00	0.00
Expended:	5,266.77	14,809.80	14,809.80
Net Income:	112,334.75	14,809.80-	14,809.80-

Grand Totals

	Prior	Current	YTD
Revenues:	3,218,283.73	2,161,131.41	2,161,131.41
Expended:	1,896,075.76	2,796,497.27	2,796,497.27
Net Income:	1,322,207.97	635,365.86-	635,365.86-

Holly Ridge Vol Fire Rescue

12/22

Date	Time	Call Type	Location
1	1129	Medical Emergency	South Onslow
2	0026	Medical Emergency	South Onslow
2	0916	Aircraft Standby	Holly Ridge
2	1409	Medical Emergency	Holly Ridge
4	1320	Medical Emergency	Holly Ridge
7	0911	Medical Emergency	Holly Ridge
9	1139	Medical Emergency	Holly Ridge
9	1222	Structure Fire	Surf City
9	1212	Medical Emergency	Holly Ridge
12	0722	Aircraft Standby	Holly Ridge
12	0802	Structure Fire	Turkey Creek
12	1745	Aircraft Standby	Holly Ridge
12	1925	Aircraft Standby	Holly Ridge
13	0847	Aircraft Standby	Holly Ridge
13	1004	Medical Emergency	South Onslow
13	1340	Medical Emergency	Holly Ridge
14	0818	Medical Emergency	Holly Ridge
15	1001	Medical Emergency	Holly Ridge
15	1153	Structure Fire	Topsail Beach
15	1300	Structure Fire	Turkey Creek
15	1748	Medical Emergency	Holly Ridge
15	2012	Medical Emergency	South Onslow
16	1147	Medical Emergency	Holly Ridge
16	2220	Traffic Crash	South Onslow
17	0731	Medical Emergency	South Onslow
17	0754	Medical Emergency	Holly Ridge
17	1335	Fire Alarm Activation	Holly Ridge
17	1519	Medical Emergency	Holly Ridge
17	2159	Fire Alarm Activation	Surf City
19	1205	Medical Emergency	South Onslow
20	1659	Medical Emergency	South Onslow
20	1514	Traffic Crash	South Onslow
21	1808	Medical Emergency	Holly Ridge
22	0052	Outside/Brush Fire	Turkey Creek
22	1020	Traffic Crash	South Onslow
22	1504	Medical Emergency	South Onslow

23	1049	Fire Alarm Activation	Surf City
23	1559	Fire Alarm Activation	Surf City
24	2246	Traffic Crash	Turkey Creek
25	1434	Fire Alarm Activation	Holly Ridge
26	1650	Structure Fire	Surf City
26	1829	Structure Fire	Turkey Creek
27	0811	Structure Fire	Turkey Creek
27	0838	Structure Fire	Turkey Creek
27	2211	Medical Emergency	Holly Ridge
28	1237	Medical Emergency	South Onslow
28	1419	Medical Emergency	Holly Ridge
29	0828	Medical Emergency	Holly Ridge
30	2136	Traffic Crash	Holly Ridge
31	1356	Vehicle Fire	Turkey Creek
31	1955	Medical Emergency	Turkey Creek
31	2053	Medical Emergency	Holly Ridge

Total **52**

Staff on Duty **34**

Holly Ridge Vol Fire and Rescue

	Holly Ridge Municiple District	Holly Ridge South Onslow Rural District	Turkey Creek Fire District
Structure Fire			5
Medical Emergency	17	9	1
Traffic Crash	1	3	1
Fire Alarm Activation	2		
Outside/Brush Fire			1
Aircraft Standby	5		
Vehicle Fire			1
	25	12	9

Dec-22

North Topsail Beach Municiple District	Surf City Muiciple District	Total
1	2	8
		27
		5
	3	5
		1
		5
		1
1	5	52

Activity Log Event Summary (Cumulative Totals)

Holly Ridge Police Department

(12/01/2022 - 12/31/2022)

# 4 Assault	1	# 5 Break/Enter	2
# 6 Larceny	4	#11 Fraud	1
#13 DWLR	3	#18 Narcotics	12
#19 Disturbance	4	#20 Domestic	7
#21 DWI	3	#26 Alarm Activation	2
#27 Suspicious Person	7	#27 Suspicious Vehicle	2
#33 Traffic	31	#34 Crash Report	2
#35 E-Citation	29	#35 Traffic Citation	1
#35 Traffic Citation-Expired inspection	1	#35 Traffic Citation-Expired registration	2
#35 Traffic Citation-NOL	1	#35 Traffic Citation-Safe movement	1
#35 Traffic Citation-Speeding	8	#41 Vehicle Unlock	2
#48 Welfare Check	4	#52 Assist EMS	1
#52 Assist Jacksonville PD	2	#52 Assist O.C.S.D.	4
#52 Assist SCPD	2	#53 Arrest Warrant/Wanted	12
#54 Trespassing	1	#55 Harassment	2
#58 General Police Service	14	Arrest	11
Business Check	692	Residential Check	3
Vehicle Stop	45	Verbal Warning	31
Written Warning	2		

Total Number Of Events: 952



Town Council Regular Meeting Agenda

Agenda Item:	7-B4
Date:	01/10/2023

Subject: Building and Inspections Department Report for the Month of December 2022

04	New Residential SFD
11	Residential Permits
17	Total Permits Issued
02	Commercial
02	Commercial Temp CO
01	Residential Temp CO
01	Residential CC
10	Residential CO
02	Commercial CO
16	Total Certificates Issued
374	Inspections performed over 99 Permits



Town Council Regular Meeting Agenda

Agenda Item:	7-B5
Date:	1/10/2023

Subject: Department Head Report – Parks and Recreation

- **Fee Schedule**
 - The previously proposed Fee Schedule is being proposed with a Public Hearing
- **Parks & Recreation Project Overview**
 - The Parks & Recreation Project Overview identifies and prioritizes the short- and long-term projects identified in the October 2021 Parks, Trails, & Open Space Master Plan, as well as projects that were identified by the Town Council in the April 28th, 2022, Special Meeting.
- **Holiday Camp with Onslow County**
 - Holiday Camp was a great success! We were able to offer the program for three days in December in conjunction with Onslow County Parks & Recreation!
Below is some of the feedback we received from parents-
 - “Thanks for a great experience!”
 - “10/10 loved. Counselors were so kind. Highly recommend and will be back. Hope for a spring break camp!”
 -
- **Upcoming Events & Programs**
 - **Valentine’s Day Card Making Class**
 - Wednesday, January 18th from 6-8pm
We will be creating custom cards and crafts to send to loved ones this Valentine’s Day!
 - **Easter Egg Hunt**
 - Saturday, April 1st – More details to come!
 - **Spring Softball with Surf City Parks & Recreation**
 - Games on Mondays & Wednesdays



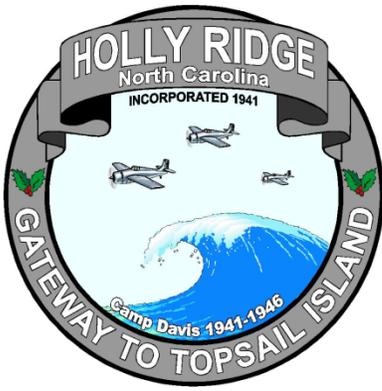
Town Council Regular Meeting Agenda

Agenda Item:	7-C1
Date:	01/10/2023

Subject: Planning Department Report

There was not a Planning Board Meeting held December 2022.

The next Planning Board Meeting is scheduled for Tuesday, January 17, 2023, beginning at 6:30 p.m. in the Council Chambers.



Town Council Regular Meeting Agenda

Agenda Item:	7-C2
Date:	01/10/2023

Subject: Committee Report – Board of Adjustment

A Board of Adjustment Meeting was not held in December 2022.

The next Board of Adjustment meeting will be January 24th, 2023.



Town Council Regular Meeting Agenda

Agenda Item:	7-C3
Date:	01/10/2023

Subject: Committee Report – ONWASA

The next scheduled meeting for ONWASA will be held on Thursday, January 19th, 2023.

A link to their Agenda can be found at the following link
<https://www.onwasa.com/AgendaCenter>



Town Council Regular Meeting Agenda

Agenda Item:	7-C4
Date:	1/10/2023

Subject: Committee Report – Re-Branding

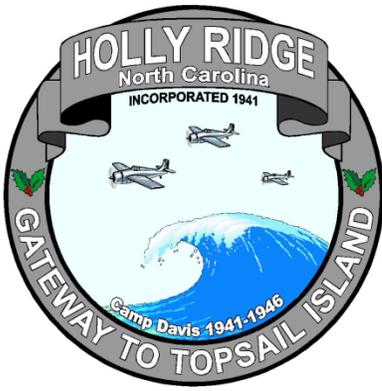
Upcoming Meeting Scheduled for January 17th, 2023 at Town Hall beginning at 5:30 p.m.

The agenda includes:

- Looking at some concepts of logos that match the seal
- Uses of the logo/brand on existing signs
- Creating new wayfinding signs
- Flags or banners on sign or light posts
- Going public /communications with the new brand (strategy) lead by Ginger Lamb

To dos for this meeting:

1. Heather to verify no problems using The Ridge as a brand nickname
2. Need a large printed current map of the Town
3. Logo concepts by Scott and Cecelia
4. Photo inventory of existing signs



Town Council Regular Meeting Agenda

Agenda

Item:

8-A

Date:

1/10/2023

Subject: Discussion and Consideration of the Proposal from Ten Nails Construction, Inc. for Renovations to the Town Hall Facility.

Issue Statement:

During budget sessions last year, the remodeling of the Town Hall was a topic because of the increase in personnel in the past several years. The Town Council budgeted \$35,000 towards Town Hall renovations. Weston Lyall assisted Town Staff with the design of the changes which was presented to the Town Council and the consensus was to move forward with receiving an estimate.

Mike McFann, Public Works Director was able to obtain a quote from Ten Nails Construction, Inc. for the renovations and the cost is more than what has been budgeted. The Town Council and Town staff may need to reevaluate the needs and decide how best to proceed. Mayor Pro-Tem Hall has suggested a Workshop to discuss this topic. If the Town Council agrees to hold a Workshop, we can schedule the Workshop during the January Meeting.

The total cost for the renovations presented is \$125,516.00 and the Town budgeted \$35,000.00.

Action Needed

Discussion

Recommendation

Discussion and Possibly Call for a Workshop

Attachments:

- A. Proposal from Ten Nails Construction, Inc.

TEN NAILS CONSTRUCTION, INC.

December 6, 2022

Town of Holly Ridge
212 North Dyson Street
Holly Ridge, NC 28445
Att: Mike McFann

RE: Office Renovation Proposal

Dear Mr. McFann,

Please see the scope of work to renovate certain offices and areas of the Municipal Building as per the drawings by Weston Lyall, PE dated 7/7/2022.

Scope of Work:

Install plastic dust walls as needed to remove existing walls. Remove doorway to the Council meeting area off of the Lobby hallway, remove the partition in between Office # 1 and Planning and Inspections office. Remove the drywall from the front facing wall in planning and Inspections office. Remove service glass window and discard. Remove door partition to the breakroom hallway. Remove a portion of the partitions in office # 2 in order to provide a new hallway to the Council Meeting Room. Remove and discard window in office # 2. Remove the entry door partition to office # 2. Remove doorway to office #3. Remove 4ft of hallway partition near the storage room in office # 3 to install new doorway. Remove window in office # 3 and discard. Remove ceiling above office 4. Frame new offices # 1, 2,4,5, planning and inspections. Construct walls using standard 2x4 studs every 16o.c. Install ceiling and wall blocking as needed. All floor plates to be pressure treated yellow pine. Install new doorway partition outside the breakroom. Install new service windows in office # 3 and # 5. Install 5/8" drywall through out project walls and ceilings. Install new doors with solid jambs and hardware as per plan. The type and style to be discussed. Remove and replace all of the interior doors. Install new 3.25" colonial base and 2.25" colonial casing.

Paint:

All ceilings flat white. Prime bare drywall and paint two coats. Doors, frames and trim-prime, prep and paint two coats.

Flooring:

Remove and discard carpeting. Remove and discard VCT. Add Ardex feather finish leveling compound as needed for smooth flat surface. Install glue down 6x 48 LVP flooring as selected by the Town of Holly Ridge. Install primed white 3/4" quarter round in all offices. Podium area floor in the Council Meeting Area to remain.

Plumbing:

Relocate hot water heater to the attic space. Extend water line as needed. Install pan and drainpipe to the outside. Install new 40-gallon electric AO Smith with a 6-year warranty. Pull toilets in the men's and ladies' bathrooms if required to change out the flooring.

HVAC:

Relocated low voltage wiring and T stat as needed.

Electrical:

Council Meeting area relocate switches for new door way, move receptacles switches, low voltage and fixtures in Office 2 turning into office 4, Move lighting devices, switches in reshaped lobby and new hall way, add lighting to devices to newly proposed office 5, Add office space between office 1 and planning and inspections includes hanging new lighting fixture and devices, add switch for new door by side door, switches and wire extensions to be made up and labeled in junction boxes in ceiling. All fixtures to be provided by contractor. Relocate hot water heater circuit into the attic space.

General Conditions:

Clean-up of exterior work areas daily
Secure and Safe off site daily

Clarifications:

Office trailer to be provided at an additional cost
Working hours are scheduled for Monday thru Friday 8:00am to 4:30pm
Work to be done without interruption- for the exception of weather and unforeseen circumstances
Dimensions given above are approximate. Actual sizes maybe larger/smaller
Daily clean-up of disturbed areas to contractor waste containers

Items that are not include: site work, on site security, permits, project sign, portable toilets, Architectural/Engineered drawings, services or fees, landscaping, gutter and leaders, roofing, concrete repairs, structural repairs, insulation, plumbing fixtures, exterior lighting, security system, specialty hardware, smoke detectors, CO2 detector, replacement. Moving of furniture, displays, signs, artwork, and all interior items necessary to access the project area. Please note unforeseen issues may be revealed. Should that occur, Ten Nails Construction will assess the issue and promptly inform you of any changes and any costs that may occur.

The estimated cost for the improvements described above can be accomplished for the sum of: **One Hundred Twenty-Five Thousand, Five Hundred Sixteen and 00/100 Dollars (\$125,516.00)**

Thank you for the opportunity to prepare this proposal for you. Please contact me with any questions.

Sincerely,

Jon Ford, President
Ten Nails Construction, Inc.



Town Council Regular Meeting Agenda

Agenda Item:	8-B
Date:	1/10/2023

Subject: Manager Update on the Street Repairs and Project Timeline Update for Pavement Condition Survey.

Issue Statement:

Manager Reynolds and Mike McFann, Public Works Director are meeting with Steve Lander of WithersRavenel on Tuesday morning to hold the Pavement Condition Survey Kick-Off Meeting. Manager Reynolds will be able to present additional information including a project timeline on Tuesday evening.

From the Kick-Off Meeting the estimated timeline for services is three months as stated below from the Proposal:

WithersRavenel will begin work upon receipt of executed contract and/or written notice to proceed from the Client. Estimated timeframe for the basis of the services described in the Scope of Services will be three (3) months from the date of the pre-survey meeting that kicks off the project.

Should unexpected field conditions be encountered, or should other developments arise which are beyond WithersRavenel's control and which result in delay of services (including acts of God or weather delays) to be rendered hereunder, it is understood that additional time may be required.

Action Needed

Discussion

Recommendation

For Information

Attachments:

N/A



Town Council Regular Meeting Agenda

Agenda

Item:

9-A

Date:

1/10/2023

Subject: Presentation of the Parks and Recreation Project Timeline and Discussion of Upcoming Tasks

Issue Statement:

During the November Regular Town Council Meeting the Town Council requested a project timeline for the projects that are planned and in the process for the various Park and Recreation Facilities throughout Town.

A presentation will be presented during the January Regular Meeting and a summary of projects are attached to this report for review and reference.

Action Needed

Discussion

Recommendation

Manager Reynolds to Present the Parks and Recreation Project Timeline and Receive Feedback from the Mayor and Town Council.

Attachments:

- A. Parks and Recreation Project Overview

Parks & Recreation Project Overview

Listed below are the short- and long-term projects identified in the October 2021 Parks, Trails, & Open Space Master Plan, as well as projects that were identified by Town Council in the April 28th, 2022, Special Meeting.

Projects that are projected to be completed by the end of the 2022-2023 Fiscal Year Include:

Holly Ridge Municipal Park

- ◇ Concession Stand Demolition
- ◇ Repairs to ballfield surfaces
- ◇ Replace ballfield fencing

Community Center

- ◇ Add storage closet
- ◇ Update Interior

Morris Landing

- ◇ Submit Grant Application through North Carolina Division of Marine Fisheries to expand the existing fishing pier while enhancing the signage and accessibility.

Ongoing Projects

- ◇ Encouraging community involvement and engagement
- ◇ Introducing new activities and programs, particularly for families and teens
- ◇ Hosting special events for the community
- ◇ Staffing adjustments commensurate with improvements to parks, additional programs, and to make existing facilities more available to the public
- ◇ Review and refinement of maintenance program to maximize environmental stewardship
- ◇ Expansion of partnership opportunities to provide programs and available facilities

Projects that are projected to be completed in the 2023-2024 Fiscal Year Include:

Holly Ridge Municipal Park

- ◇ Stormwater inspections, repairs, and improvements
- ◇ Repairs or upgrades to picnic shelters, concessions, and support buildings
- ◇ New dog park
- ◇ Additional parking

Morris Landing

- ◇ Improvements to accessibility at fishing pier
- ◇ Enhanced signage and education kiosk
- ◇ Extending hiking path/boardwalk toward county line

Community Center

- ◇ Budget allotment for future parks and recreation programs and events

Ongoing Projects

- ◇ Expansion of bicycle and pedestrian facilities, including sidewalks and bike lanes

Phase 1: Short Term Projects (1-2 Years)

Master Plan Phase 1: Short-Term Projects (1-2 Years)

Phase 1 improvements for the Holly Ridge Parks, Trails & Open Space system include maintenance and repairs to safety, drainage, parking, and accessibility issues. Landscape maintenance is recommended for all facilities, and includes removal of damaged site elements, invasive or overgrown plantings, and inspections of park amenities and furnishings.

Holly Ridge Municipal Park

- ◇ Improvements to playground accessibility and replacement of play surfacing
- ◇ Stormwater inspections, repairs, and improvements
- ◇ Repairs to field surfaces and fences
- ◇ Repairs or upgrades to picnic shelters, concessions, and support buildings

Morris Landing

- ◇ Improvements to vehicular turnaround and water access
- ◇ Improvements to accessibility at fishing pier
- ◇ Enhanced parking facilities
- ◇ Accessible sidewalk connections to parking and restrooms
- ◇ Budget allotment for future parks and recreation amenities

Council Prioritized Short-Term Projects (1-2 Years)

Holly Ridge Municipal Park

- ◇ Replace/Relocate Restrooms
- ◇ Repairs to ballfield surfaces and fences

Morris Landing

- ◇ Enhanced parking facilities
- ◇ Improvements to vehicular turnaround and water access

Community Center

- ◇ Add storage closet
- ◇ Update Interior
- ◇ Accessible sidewalk connections Community Center to Memorial Park

Phase 2: Long Term Projects (3-5 Years)

Master Plan Phase 2: Long-Term Projects (3-5 Years)

Phase 2 improvements include trail connections between the Holly Ridge Municipal Park, Community Center, Morris Landing, and the eastern annexes of Holly Ridge.

Holly Ridge Municipal Park

- ◇ New splash pad
- ◇ New dog park

Morris Landing

- ◇ New boat launch
- ◇ Enhanced signage and education kiosk

Accessibility

- ◇ New roadside multi-use path at Highway 50
- ◇ New roadside multi-use path at Holly Ridge Road
- ◇ New roadside multi-use path at Morris Landing Road
- ◇ New greenway trail in utility easement
- ◇ New hiking trails in Stones Creek Game Land and to Hobbs Tract

All Facilities

- ◇ Budget allotment for future parks and recreation amenities

Council Prioritized Long-Term Projects (3-5 Years)

Holly Ridge Municipal Park

- ◇ Additional parking
- ◇ Splash Pad

Morris Landing

- ◇ Enhanced signage
- ◇ Extending multi-use path

Community Center

- ◇ Additional Parking

Phase 3: Future Projects (6-10 Years)

Master Plan Phase 3: Future Projects (6-10 Years)

Phase 3 improvements include further enhancements to the Holly Ridge parks and trails.

Holly Ridge Municipal Park

- ◇ New recreation center
- ◇ Expanded sidewalks and walking trails

All Facilities

- ◇ Entrance signage and landscaping
- ◇ New hiking trail / boardwalk along County Line Branch
- ◇ Enhanced site furnishings, including benches, bike racks, trash receptacles & picnic tables
- ◇ Budget allotment for future parks and recreation Amenities

Council Prioritized Phase 3: Future Projects (6-10 Years)

Community Center

- ◇ New recreation center
- ◇ Spaces for Rent
- ◇ Senior Events

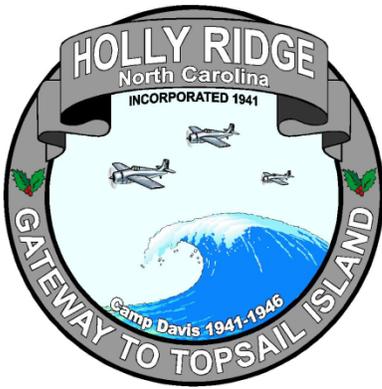
Morris Landing

- ◇ New hiking path/boardwalk on county line
- ◇ Extending multi-use path

Ongoing Projects

Opportunities for incremental or continuous improvements to the Holly Ridge Parks, Trails & Open Space system include the following:

- ◇ Expansion of bicycle and pedestrian facilities, including sidewalks and bike lanes
- ◇ Encouraging community involvement and engagement
- ◇ Introducing new activities and programs, particularly for families and teens
- ◇ Hosting special events for the community
- ◇ Staffing adjustments commensurate with improvements to parks, additional programs, and to make existing facilities more available to the public
- ◇ Review and refinement of maintenance program to maximize environmental stewardship
- ◇ Awareness of opportunities to acquire properties and easements for expanding trail connections and preserving open space
- ◇ Expansion of partnership opportunities to provide programs and available facilities



Town Council Regular Meeting Agenda

Agenda

Item: **9-B**

Date: 1/10/2023

Subject: Discussion and Possible Approval of a Proposal from National Sports Services not to Exceed \$18,000 from Line Item 10-620-96-0 – Parks and Recreation Capital Improvements.

Issue Statement:

Over the course of the last several months Manager Reynolds and some members of the staff have met with different groups of people who have expressed an interest in a sports/entertainment complex. Of those meetings, the most significant was with Mr. Matt Perry who owns six minor league baseball teams and is the President of the consulting company National Sports Services.

Mark Sutherland was able to introduce the Holly Ridge Staff to Mr. Perry and a very insightful meeting was held. Below is a description of National Sports Services and some of their accomplishments.

National Sports Services (NSS), formed in 1998, provides extensive services to the sports industry, including municipalities, teams, and the private sector. Beyond team ownership and operations, the firm's experience includes feasibility analysis, programming, securing capital, securing major vendor agreements, securing facility tenants and users, scheduling and managing major events, and all phases of facility operations.

National Sports Services has provided consulting services for more than 50 different sports franchises, negotiated more than a dozen facility lease agreements, brokered the sale or acquisition of numerous sports franchises, and opened eight new arenas and stadiums. Over the past 75+ years, the principals of National Sports Services have been directly involved with attracting and entertaining over 20 million fans at sporting and other spectator events.

The first step in bringing a facility of this nature to our community is to retain this company to complete a market analysis. The cost for the analysis is \$16,000 and billed expenses are capped at \$2,000. This analysis can be paid from the Capital Improvements line item of the Parks and Recreation Department.

If approved by the Town Council, while NSS begins work on the analysis, Manager Reynolds will approach community stakeholders and find out if they would like to help with the cost of the analysis. This will then provide them with a copy of the report as well as any future discussions at the table with investors.

Action Needed

Discussion

Recommendation

Action to possibly approve the Proposal from National Sports Services to be paid From Line Item 10-620-96-0 Capital Improvements (Parks & Rec) for an Amount to Not Exceed \$18,000.

Attachments:

- A. Proposal from National Sports Services

HOLLY RIDGE

SPORTS & ENTERTAINMENT PROPOSAL

The following proposal outlines services to be provided by National Sports Services (“NSS”) to Holly Ridge (“Client”) in researching sports and entertainment opportunities that meet Client’s goals and expectations.

NSS will provide the following services to the Client:

Scope of Work

- A. Stakeholder meeting in Holly Ridge to further review the proposed site(s), goals for site development, and other related matters.
- B. NSS to review sports and entertainment developments around the nation to determine their viability for the Holly Ridge site(s).
- C. NSS to communicate with facility operators and developers to further qualify opportunities to include their interest in pursuing a project in Holly Ridge.
- D. NSS to review the market potential for opportunities under consideration.
- E. NSS to provide a written report of its findings and recommendations.
- F. NSS to present findings to Client for review and discussion.

Time Frame

Estimated at two months.

Fee Structure

\$16,000

- \$4,000 on initiating services
- \$4,000 at the one-month interval
- \$8,000 within five business days following presentation to Client

Expense Reimbursement

NSS to provide expense reports to Client for reimbursement (with support documentation) on a Net 15 basis. Expenses capped at \$2,000.

