



# Town of HOLLY RIDGE

PO Box 145 \* Holly Ridge, NC 28445 \* Phone (910) 329-7081 \* Fax (910) 329-1593

## HOLLY RIDGE TOWN COUNCIL REGULAR MEETING August 8th, 2023 6:30 P.M.

Mayor Jeff Wenzel called the Regular Meeting of the Holly Ridge Town Council to order at 6:32 p.m. at the Holly Ridge Town Hall. Council members present were Councilman Sholar, Councilman Hines, Councilwoman Stanley, and Councilwoman Bragg. Also present were the Town Manager, Heather Reynolds; Deputy Clerk, Tracy Martin; Finance Director, Chuck Strickland; and Attorney, Kyle Fountain.

### *Invocation and Pledge*

**Councilman Hines** gave the Invocation and Mayor Wenzel led the Pledge of Allegiance.

### *Adoption of Agenda*

A motion was made by **Councilman Hines** and seconded by **Councilman Sholar** to adopt the agenda as amended. *All Agreed.*

### *Persons Wishing to Address the Council*

Mayor Wenzel gave the names of members of the audience who are running in the upcoming election in November to introduce themselves. Listed below are the names of those individuals.

Councilwoman Bragg  
Councilman Sholar  
Mayor Pro-Tem Hall  
Chelsea Kurtz  
Aaron Ritter  
Joshua Patti  
Ken Bradshaw

### *Town Manager Report*

Manager Reynolds gave the following information:

- Summer camp has concluded, and it was very successful.
- A new Christmas Tree has been ordered for the Community Center and it will be here before the Children's Christmas party.
- Parks and Recreation Coordinator Audrey Madia has raised \$15,000.00 in sponsorships.
- New bleachers for the softball field have been ordered. It is two large sets of bleachers and will hold approximately forty people.
- Our new Grant Writer Kimmee Frankenfield started on Monday, August 7<sup>th</sup>, 2023, as well as two new Public Works employees Paul Lee and Joshua Schoolcraft.
- One new Police Officer as well as a new Community Development employee will also be coming on board on Monday, August 21<sup>st</sup>, 2023.
- Manager Reynolds and Mike McFann met with Withers and Ravenel to start our paving projects that we budgeted for this year. Withers and Ravenel go through and make sure all the paving are up to spec and we are waiting for a quote from them.
- Lot 20 in the Camp Davis Industrial Park is getting ready to close and lot 13 will be next. Mil Fed went back into the Industrial Park for lot 20 due to some erosion issues and they did a lot of remediation work on that lot and the buyer is satisfied.
- Building Inspector Doug Skipper received his probationary Level One Fire Inspection Certificate, and he will be working under our Lead Inspector Greg Lawrence.
- Staff are continuing to prepare for the Liberty Festival.

Councilman Hines asked if we could get a result of what Withers and Ravenel found on the pavement condition survey. Manager Reynolds said she would send that information out. Councilman Hines asked if they did bores, and Manager Reynolds said they did not. Manager Reynolds said Withers and Ravenel talked about phasing our project into three phases. All the streets that need to be immediately repaired, minor repairs, and the ones that can be saved with rejuvenation slurry sealed. We can put that into rotation and by the time the streets need to be replaced or sealed, which will probably be ten years.

### Consent Agenda

#### A. Approval of the Following Minutes

- July 11<sup>th</sup>, 2023, Regular Meeting

#### B. Department Head Reports

- Finance Department
- Fire Department
- Police Department
- Planning & Zoning Inspections Report
- Parks and Recreation

#### C. Committee Reports

- Planning Board
- Board of Adjustment
- ONWASA
- Re-Branding Committee

D. Approval of Tax Refund Report

A motion was made by **Councilman Sholar** and seconded by **Councilwoman Stanley** to approve the Consent Agenda. *All Agreed.*

**Old Business**

**New Business**

**Discussion and Possible Adoption of the Busy Bees Committee By-Laws**

Manager Reynolds said during the July 11<sup>th</sup>, 2023, Regular Town Council meeting, the Town Council approved for the Town to become an official Bee City USA. This helps us to promote pollinator friendly environments. There is also something called “No Mow May” where citizens can participate and not mow their grass which helps with the pollination efforts. Manager Reynolds said this past Spring, the Department of Transportation participated in the “No Mow May” and there were wildflowers everywhere in the median of the highways. In addition to filing the Bee City Application, another requirement is to form a Bee Committee. The steps to form a committee are as follows:

- Town Council adopts the by-laws, which will establish creating the Committee, their Mission, the make-up of the Committee, and how they operate.
- The Town Council will appoint members to serve on the Committee.

Below is a summary of highlights from the draft By-Laws.

- The committee will serve as an advisory body consisting of seven members, with appointments made by the Town Council. The initial appointments will be staggered.
- A Chairman, Vice Chairman, and Secretary will be elected during the December Meeting and will serve a period of one year.
- All meetings are open to the public and a yearly schedule shall be published and on file with the Town Clerk.
- Meetings will be held monthly.
- Monthly reports are required to be provided to the Town Manager for inclusion in the Agenda Packet Committee Reports.
- The Town Manager will work closely with the Busy Bee Committee to assist with details of the organization and provide coordination between other Town Departments and Boards.

Councilman Hines asked how we are going to help fund this committee. Manager Reynolds said this will be discussed at the first meeting.

A motion was made by **Councilwoman Stanley** and seconded by **Councilman Hines** to Approve the Town of Holly Ridge Busy Bees Committee By-Laws and Formally Create the Busy Bee Committee. *All Agreed.*

**Discussion and Possible Appointment for the following members o serve on the Busy Bee Committee**

Manager Reynolds said we have had a lot of interest in this committee. All the applicants have had background checks completed and none of them indicated any issues with serving on this board. Manager Reynolds said four members will be appointed for a term of one year and three members for a term of two years.

Mayor Wenzel asked Manager Reynolds for the names of the applicants that will be appointed.

- Becky Borneman
- Jynette Brogden
- Lee Brogden
- Dawneva Evans
- Dorothy Royal
- Tony Rydzynski

Councilman Hines asked how the time frame will be divided among the members. Manager Reynolds said she would appoint the first four, Becky Borneman Jynette Brogden, Lee Brogden and Dawneva Evans for a term of one year, and Dorothy Royal and Tony Rydzynski will be for a term of two years.

A motion was made by **Councilwoman Bragg** and seconded by **Councilman Sholar** to Approve the members to serve on the Busy Bee committee for the following terms as stated by Manager Reynolds. *All Agreed.*

**Discussion and Possible Approval of a Facility Use Agreement between the Town of Surf City and the Town of Holly Ridge for Adult Softball**

Manager Reynolds said the Facility Use Agreement has been initiated with the Town of Surf City and it will replace the existing interlocal agreement. This agreement states that Holly Ridge will provide the fields and lights at a discounted rate and the Surf City athletics will conduct their programs in full. In place of the discounted rate, Holly Ridge will still have their logo on the promotional material and advertising.

Chuck Strickland said he explained something to Councilman Hines earlier. It would be based off the fees being charged. Mr. Strickland said we would be receiving around \$140.00 a week from rental revenue for the ballfield.

Councilwoman Stanley asked if that was two nights a week. Mr. Strickland said the gist of the agreement from what he has read is we were doing a partnership with Surf City and their staff would be at the ballfield one night and our staff would be out there on another night. Those are five-hour nights, and three games are played during that time. The lights would come on around 7:00 p.m. and would remain on until 10:00 p.m. This equates to roughly three hours of light usage per night. Mr. Strickland said before that the agreement was to get our logo on the promotional material, banners etc. There were some concerns that have been addressed during previous seasons.

Mr. Strickland said maybe we want to go with a rental agreement with the Town of Surf City instead of doing that partnership. Mr. Strickland said our goal is to have our town represented in the entire field. Mr. Strickland said the lights are still at the normal charge and it states we must have a liaison or a contact person, but this does not have to be onsite.

Just to clarify, our previous arrangement involved a partnership where both towns shared staff coverage for the facility. This new agreement shifts to a rental-based model with a discounted rate. Our goal is to retain our logos on promotional materials despite the discounted rate. It's a cost-effective approach for both parties.

Councilman Hines asked if they were going to drag and line the field. Mr. Strickland said they are, and we will keep the fields dragged but we will not be lining the fields. Mr. Strickland said we will not be purchasing the lime to line the field and we will not be using staff time to line the fields.

Councilman Hines asked if Surf City gives us any type of discount to use any of their facilities. Mr. Strickland said they have not offered discounts or usage of any of their facilities. Councilman Hines stance is that while the difference is only \$5, we should treat them like any other continuous field user. Our discounts should be reserved for citizens, as very few locals are involved in this ball league and, considering that Surf City might develop their own fields, it's likely they'll eventually part ways with us. Mr. Strickland said he agrees, it is time Holly Ridge established its own operations.

Councilwoman Bragg thanked staff for the planning portion that they put in it because we as Town Council said last year, we wanted to utilize the fields and the Community Center so that we could have things going on for Holly Ridge. This is a great start, but we should be in the planning stages of having something planned for Holly Ridge to take over because as Councilman Hines said, when Surf City gets their fields, they will no longer need us.

Councilman Hines asked if this was an annual agreement. Mr. Strickland said yes, and this agreement goes through to the end of the fiscal year 2024. Mr. Strickland said as of June 30th, 2023, we will be completely done.

Mr. Strickland said the reason why the money was brought up to Councilman Hines is because we were comparing the numbers we were making when we were doing sponsorships for rentals.

Last year's sponsorship brought in a little over \$900.00 for the season. This will end up bringing in \$140.00 a week, which will not be a great increase, but it is an increase and we do not have staff on site.

Councilman Hines said we could change the fee. Mr. Strickland said it would be \$50.00 extra a week and we would have our logo on it. Councilman Hines said they were supposed to have our logo with the start of the season.

A motion was made by **Councilman Hines** and seconded by **Councilman Sholar** to Approve a Facility Use Agreement between the Town of Surf City and the Town of Holly Ridge for Adult Softball.

Councilman Hines said he would make the motion with the stipulation that they pay standard rental fee.

***Voting was as follows:***  
***Councilman Hines – Yes***  
***Councilman Sholar – Yes***  
***Councilwoman Stanley – Yes***  
***Councilwoman Bragg – No***

### **Motion Passes**

Mr. Strickland said just for clarification this is passing with a correction to charge \$10.00 instead of \$5.00 per hour.

Manager Reynolds said just for clarification this will take our logo off everything. Mr. Strickland said that is correct. Mr. Strickland said this will have to back before Surf City to see if they approve of the \$10.00 rate or decline the contract. Mr. Strickland said this would be a straight rental with no logos.

### **Possible Adoption of Budget Amendment #1 for Fiscal Year 2023=2024**

Manager Reynolds said we were under the impression we had a lot of unspent money under the re-branding committee and some of the funds for the Camp Davis Industrial Park. We thought we had ninety days we could roll those expenses back. Our CPA was here this past Friday and unless the invoice is dated prior to July 1, we cannot roll back.

Manager Reynolds said we now have those unspent funds we need to bring into the new year because they were not included in their original budget.

Mr. Strickland said he was informed during the budget process, and he told Manager Reynolds we could always charge back up to ninety days. Mr. Strickland said because the project had started, and even though we were making payments, it rolled into the new fiscal

year, we were getting invoices that were dated post Jun 30<sup>th</sup>, 2023. Mr. Strickland said we could not post June 30<sup>th</sup>, because we did not have line items attached with the grants. Mr. Strickland said we had to move the grant money from the previous fiscal year.

A motion was made by **Councilman Hines** and seconded by **Councilman Sholar** to Adopt Budget Amendment # 1 for Fiscal Year 2023-2024. **All Agreed.**

### **Persons Wishing to Address the Council**

#### **Town Council Comments**

Councilwoman Bragg thanked everyone for coming to the meeting. Councilwoman Bragg thanked all the departments for their hard work.

Councilwoman Stanley thanked everyone for coming to the meeting. Councilwoman Bragg thanked Manager Reynolds for the work that was done to the pond in front of her home.

Councilman Sholar thanked everyone for coming to the meeting, even the ones who are running for Town Council. Councilman Sholar said he hopes he beats them in the election.

Councilman Hines said the Rollins tract as you enter the Camp Davis Industrial Park needs to be mowed. Councilman Hines asked if there was any time frame where we can mow the lots that are getting ready to be released by DEQ. Manager Reynolds said DEQ should be coming out within the next week now that lot 20 has been remediated. Councilman Hines wished everyone good luck in the upcoming election.

### **Announcements**

#### ***Mayor Wenzel gave the following announcements:***

- Tuesday, August 15<sup>th</sup>, 2023, Planning Board Meeting – beginning at 6:30 p.m. in the Council Chambers
- Tuesday, August 22<sup>nd</sup>, 2023, Board of Adjustment Meeting – beginning at 6:30 p.m. in the Council Chambers
- Saturday, September 2<sup>nd</sup>, 2023, Liberty Festival – beginning at 3:00 p.m. in the Municipal Park
- Monday, September 4<sup>th</sup>, 2023, Town Hall Closed in Observance of Labor Day
- Thursday, September 21<sup>st</sup>, 2023, ONWASA Board Meeting – beginning at 6:00 p.m. at the Jacksonville City Hall

Mayor Wenzel thanked the first responders for being at the meeting and what they do every day.

### **Closed Session**

**Adjournment**

A motion was made by *Councilman Hines* and seconded by *Councilman Sholar* to adjourn at 7:03 p.m. *All Agreed.*

*Attest:*

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*Jeff Wenzel, Mayor*

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*Tracy Martin, Deputy Clerk*

*These minutes were recorded and prepared by Deputy Town Clerk, Tracy Martin.*