

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
September 12th, 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**
 - A. **Norma Yanez - Government Contracts Manager**
5. **Public Hearings**
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**
 - **August 8th, 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**
 - **Busy Bee Committee**

8. Old Business

- A. Presentation of the Proposal for Consulting Services for the Town's Street Project by Rob Holland of Withers Ravenel and Discussion and Possible Approval of the Contract for Consulting Services and Resurfacing Contract for the Street Project.
Recommendation: For discussion and Possible Action.
- B. Discussion and Possible Adoption of a Resolution Authorizing Condemnation to Acquire Certain Interests in Real Property for the Purpose of Establishing Current Drag Strip Road as a future Town Street.
Recommendation: Discussion and Possible Approval of the Resolution Authorizing Condemnation for Establishing Current Drag Strip Road as a future Town Street.

9. New Business

- A. Discussion and Possible Approval of a Contract to Replace the Municipal Ballfield Lights.
Recommendation: For Discussion and Possible Action.
- B. Discussion and Possible Approval to Create Line Items in the General Fund on the Revenue and Expenditure Side for the Busy Bee Committee in the amount of \$17,464.71.
Recommendation: For Discussion and Possible Action.
- C. Discussion and Possible Approval of Budget Amendment # 2 for Fiscal Year 2023 – 2024.
Recommendation: For Discussion and Possible Action.
- D. Discussion and Possible Approval of a Resolution Accepting the Streets of Phase I of Camp Davis Industrial Park into the Town of Holly Ridge Maintained Road System.
Recommendation: Action to approve the Resolution Accepting the Streets of Phase I of Camp Davis Industrial Park into the Town of Holly Ridge Maintained Road System.

10. Persons Wishing to Address the Town Council

11. Town Council Comments

12. Announcements:

- Thursday, September 14th, 2023 – Busy Bee Committee Meeting – beginning at 4:00 p.m. in the Council Chambers.
- Tuesday, September 19th, 2023, Planning Board Meeting – beginning at 6:30 p.m. in the Council Chambers.
- Tuesday, September 26th, 2023, Board of Adjustment Meeting – beginning at 6:30 p.m. in the Council Chambers.
- Tuesday, October 17th, 2023, Four Town Meeting – hosted by N. Topsail Beach.
- October 23rd – October 27th, 2023, Fall Yard Debris Pickup.

13. Closed Session

14. Adjournment

Holly Ridge
Statement of Revenue and Expenditures

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 09/08/23
 Expend Account Range: First to Last Include Non-Budget: No Current Period: 07/01/23 to 09/08/23
 Print Zero YTD Activity: No Prior Year: 07/01/22 to 09/08/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-301-00-0	Property Taxes (Prior Year)	5,841.99	71,400.00	6,079.36	6,079.36	0.00	65,320.64-	9
10-301-91-0	Property Taxes (Current Year)	62,162.76	2,308,600.00	696.77	696.77	0.00	2,307,903.23-	0
10-301-91-1	Dmv Taxes	37,741.21	179,935.00	21,389.15	21,389.15	0.00	158,545.85-	12
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	450,478.83	900,957.67	0.00	0.00	0.00	900,957.67-	0
10-303-00-2	Golden Leaf	160,000.00	40,000.00	0.00	0.00	0.00	40,000.00-	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	7,200.00	1,375,691.04	0.00	0.00	0.00	1,375,691.04-	0
10-304-00-0	PartF Grant	0.00	500,000.00	0.00	0.00	0.00	500,000.00-	0
10-317-00-0	Interest On Taxes	442.69	5,000.00	133.54	133.54	0.00	4,866.46-	3
10-325-00-0	Privilege Licenses	0.00	20.00	0.00	0.00	0.00	20.00-	0
10-329-00-0	Interest Income	94.64	600.00	0.00	0.00	0.00	600.00-	0
10-330-00-0	Parks And Recreation	6,959.82	10,000.00	600.00	600.00	0.00	9,400.00-	6
10-330-01-0	Special Event	18,544.00	1,500.00	50.00	50.00	0.00	1,450.00-	3
10-330-03-0	Sponsorship Program	0.00	26,537.00	0.00	0.00	0.00	26,537.00-	0
10-331-00-0	Liberty Fountain	0.00	100.00	0.00	0.00	0.00	100.00-	0
10-335-00-0	Miscellaneous Income	10,030.40	15,000.00	1,250.00	1,250.00	0.00	13,750.00-	8
10-335-01-0	ONWASA Satellite Office	4,116.67	35,000.00	2,916.67	2,916.67	0.00	32,083.33-	8
10-337-00-0	Utility Franchise Tax	0.00	110,000.00	0.00	0.00	0.00	110,000.00-	0
10-345-00-0	Local Option Sales Tax	215,941.34	1,222,394.02	0.00	0.00	0.00	1,222,394.02-	0
10-347-00-0	ABC Revenue	13,845.00	40,840.00	0.00	0.00	0.00	40,840.00-	0
10-349-00-0	Solid Waste Tax	728.65	2,500.00	0.00	0.00	0.00	2,500.00-	0
10-351-00-0	Court Fees	536.55	1,500.00	0.00	0.00	0.00	1,500.00-	0
10-352-00-0	Civil Citations	50.00	200.00	0.00	0.00	0.00	200.00-	0
10-353-00-0	Homeowner Recovery	21.00	100.00	10.00	10.00	0.00	90.00-	10
10-354-00-0	Substance Tax Proceeds	415.10	1,500.00	0.00	0.00	0.00	1,500.00-	0
10-355-01-0	Planning/Zoning Fees	2,455.00	20,000.00	2,225.00	2,225.00	0.00	17,775.00-	11
10-357-00-0	Building Fees	43,532.58	240,000.00	32,747.42	32,747.42	0.00	207,252.58-	14
10-358-00-0	Sale of Surplus Property	0.00	7,000.00	0.00	0.00	0.00	7,000.00-	0
10-359-00-0	Garbage Collection (Solid Waste Fees)	50,826.91	427,320.00	28,349.59	28,349.59	0.00	398,970.41-	7
10-361-00-0	Recycling Fees	15,607.00	142,440.00	8,712.25	8,712.25	0.00	133,727.75-	6
10-367-01-0	County/State Sales Tax Refund	0.00	5,000.00	0.00	0.00	0.00	5,000.00-	0
10-399-00-0	Fund Balance Appropriation	0.00	432,561.58	0.00	0.00	0.00	432,561.58-	0
10-400-00-0	Community Building	1,900.00	10,000.00	0.00	0.00	0.00	10,000.00-	0
10-415-01-0	Onslow County Tourism	0.00	60,000.00	0.00	0.00	0.00	60,000.00-	0
10-417-00-0	CAMA Access Grant ML	0.00	10,000.00	0.00	0.00	0.00	10,000.00-	0

Holly Ridge
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-419-00-0	Fire Tax Onslow County	0.00	220,000.00	0.00	0.00	0.00	220,000.00-	0
10-420-00-0	Shooting Range Revenue	0.00	5,000.00	0.00	0.00	0.00	5,000.00-	0
	10 Fund 10 Revenue Total	1,109,472.14	9,963,696.31	105,159.75	105,159.75	0.00	9,858,536.56-	1

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	2,700.00	25,200.00	4,521.30	4,521.30	0.00	20,678.70	18
10-410-02-0	Social Security	0.00	1,800.00	0.00	0.00	0.00	1,800.00	0
10-410-04-0	Prof. Serv. Legal	2,001.09	50,000.00	0.00	0.00	0.00	50,000.00	0
10-410-04-1	Prof Serv Audit	7,500.00	15,000.00	7,500.00	7,500.00	0.00	7,500.00	50
10-410-05-0	Ads/Notices	0.00	4,500.00	736.00	736.00	0.00	3,764.00	16
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	24,803.15	63,000.00	942.00	942.00	0.00	62,058.00	2
10-410-08-0	Donations to Other Organizations	8,974.00	12,500.00	10,000.00	10,000.00	0.00	2,500.00	80
10-410-09-0	Departmental Supplies	197.38	500.00	0.00	0.00	0.00	500.00	0
10-410-10-0	Dues & Subscriptions	1,634.00	6,000.00	1,590.00	1,590.00	0.00	4,410.00	26
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	45.35	1,500.00	0.00	0.00	0.00	1,500.00	0
10-410-13-0	Tax Refunds	185.69	2,000.00	0.00	0.00	0.00	2,000.00	0
10-410-14-0	Elections	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
10-410-15-0	Rebranding Initiative	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0
10-420-00-0	ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-420-02-0	Salaries	35,179.06	223,264.49	28,152.71	28,152.71	0.00	195,111.78	13
10-420-02-1	Longevity	0.00	5,044.27	0.00	0.00	0.00	5,044.27	0
10-420-02-2	Christmas Bonus	0.00	800.00	0.00	0.00	0.00	800.00	0
10-420-05-0	Social Security	0.00	14,044.14	2,153.62	2,153.62	0.00	11,890.52	15
10-420-07-0	Retirement	0.00	32,163.50	1,842.25	1,842.25	0.00	30,321.25	6
10-420-08-0	401k	0.00	11,655.44	714.05	714.05	0.00	10,941.39	6
10-420-09-0	Other Fringe Benefits--Ins	4,680.14	40,410.98	1,169.92	1,169.92	0.00	39,241.06	3
10-420-10-0	Training	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
10-420-11-1	Telephone	634.94	5,000.00	266.50	266.50	0.00	4,733.50	5
10-420-14-0	Travel & Expenses	549.32	3,000.00	0.00	0.00	0.00	3,000.00	0
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	1,500.00	0.00	0.00	0.00	1,500.00	0
10-420-32-0	Office Supplies	515.50	2,500.00	644.98	644.98	0.00	1,855.02	26
10-420-33-0	Departmental Supplies	644.99	3,500.00	287.55	287.55	0.00	3,212.45	8
10-420-53-0	Dues And Subscriptions	450.00	1,000.00	1,003.00	1,003.00	0.00	3.00-	100
10-420-57-0	Miscellaneous	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-420-74-0	Capital Outlay Equipment	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0

Holly Ridge
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
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	146,184.78	807,442.32	106,470.35	106,470.35	0.00	700,971.97	13
10-510-02-1	Longevity	0.00	5,054.01	0.00	0.00	0.00	5,054.01	0
10-510-02-3	Christmas Bonus	0.00	2,800.00	0.00	0.00	0.00	2,800.00	0
10-510-02-5	Overtime Program	0.00	15,500.00	9,600.00	9,600.00	0.00	5,900.00	62
10-510-03-0	Psa Salary	0.00	19,560.00	2,632.98	2,632.98	0.00	16,927.02	13
10-510-04-0	Retiree Benefits	0.00	22,000.00	3,452.48	3,452.48	0.00	18,547.52	16
10-510-05-0	Social Security	0.00	61,633.43	8,328.96	8,328.96	0.00	53,304.47	14
10-510-07-0	Retirement	0.00	123,239.50	8,406.30	8,406.30	0.00	114,833.20	7
10-510-08-0	401k	0.00	43,888.71	3,010.56	3,010.56	0.00	40,878.15	7
10-510-09-0	Other Fringe Benefits--Ins	27,969.48	98,446.61	7,019.52	7,019.52	0.00	91,427.09	7
10-510-10-0	Training	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
10-510-11-1	Telephone	2,484.50	15,000.00	2,142.08	2,142.08	0.00	12,857.92	14
10-510-11-2	Charter/Cable	734.44	0.00	0.00	0.00	0.00	0.00	0
10-510-13-0	K-9 Line Item	0.00	6,000.00	2,850.35	2,850.35	0.00	3,149.65	48
10-510-14-0	Travel & Expenses	322.17	12,000.00	0.00	0.00	0.00	12,000.00	0
10-510-16-0	M/R Equipment	343.19	7,000.00	4,047.65	4,047.65	0.00	2,952.35	58
10-510-17-0	M/R Auto	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-510-18-0	Equipment Leases	0.00	63,082.96	7,524.25	7,524.25	0.00	55,558.71	12
10-510-31-0	Auto Supplies - Fuel	18,057.58	40,000.00	4,027.35	4,027.35	0.00	35,972.65	10
10-510-33-0	Departmental Supplies	1,052.29	5,000.00	0.00	0.00	0.00	5,000.00	0
10-510-34-0	Substance Tax Expenditures	0.00	500.00	0.00	0.00	0.00	500.00	0
10-510-36-0	Uniforms	120.00	10,000.00	844.60	844.60	0.00	9,155.40	8
10-510-37-0	FMRT	1,600.00	6,000.00	250.00	250.00	0.00	5,750.00	4
10-510-53-0	Dues & Subscriptions	2,797.20	15,900.00	1,086.00	1,086.00	0.00	14,814.00	7
10-510-57-0	Miscellaneous	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-510-74-0	Police Capital Outlay	7,524.22	27,302.87	0.00	0.00	0.00	27,302.87	0
10-510-85-0	Potential salary increase	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
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	6,453.95	0.00	0.00	0.00	0.00	0.00	0
10-540-00-2	Utilities	2,718.25	0.00	0.00	0.00	0.00	0.00	0
10-540-00-3	Cleaning Services	1,600.00	0.00	0.00	0.00	0.00	0.00	0
10-540-00-4	Cleaning Supplies	107.47	0.00	0.00	0.00	0.00	0.00	0
10-540-00-5	Pest Control	31.50	0.00	0.00	0.00	0.00	0.00	0
10-540-01-0	M/R Building and Grounds Admin/General	0.00	68,000.00	696.55	696.55	0.00	67,303.45	1
10-540-01-1	Utilities Admin/General	0.00	11,200.00	790.83	790.83	0.00	10,409.17	7
10-540-01-2	Cleaning Services Admin/General	0.00	6,700.00	800.00	800.00	0.00	5,900.00	12
10-540-01-3	Cleaning Supplies Admin/General	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-540-01-4	Pest Control Admin/General	0.00	1,200.00	144.00	144.00	0.00	1,056.00	12
10-540-01-5	Contracted Services	0.00	4,920.00	0.00	0.00	0.00	4,920.00	0

Holly Ridge
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-540-01-7	Miscellaneous	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-540-02-0	M/R Buildings amd Grounds Police Dept	0.00	15,000.00	418.99	418.99	0.00	14,581.01	3
10-540-02-1	Utilities Police Dept	0.00	11,000.00	746.57	746.57	0.00	10,253.43	7
10-540-02-2	Cleaning Services Police Dept	0.00	5,500.00	700.00	700.00	0.00	4,800.00	13
10-540-02-3	Cleaning Supplies Police Dept	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-540-02-5	Shooting Range Police Dept	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-540-03-0	Parks, Grounds & Revitalization P&R	0.00	18,000.00	0.00	0.00	0.00	18,000.00	0
10-540-03-1	Utilities P&R	0.00	21,000.00	476.39	476.39	0.00	20,523.61	2
10-540-03-2	Cleaning Services P&R	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-540-03-3	Cleaning Supplies P&R	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-540-03-5	Liberty Fountain P&R	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
10-540-03-6	Community Center P&R	0.00	10,000.00	1,968.87	1,968.87	0.00	8,031.13	20
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	6,799.06	130,000.00	17,088.23	17,088.23	0.00	112,911.77	13
10-560-14-0	Debt Services	0.00	150,000.00	0.00	0.00	0.00	150,000.00	0
10-560-15-0	Capital Improvements	0.00	140,000.00	0.00	0.00	0.00	140,000.00	0
10-560-16-0	Balance Forward	0.00	105,079.46	0.00	0.00	0.00	105,079.46	0
10-560-17-0	Sinage	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
10-560-18-0	M/R Street	0.00	1,291,752.67	0.00	0.00	0.00	1,291,752.67	0
10-580-45-0	SANITATION:	22,690.00	333,594.48	24,697.00	24,697.00	0.00	308,897.48	7
10-580-45-1	Onslow County Tipping Fees	8,628.09	130,000.00	11,851.44	11,851.44	0.00	118,148.56	9
10-610-00-0	MAINTENANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-610-02-0	Salaries Maintenance	46,578.42	340,679.54	39,831.69	39,831.69	0.00	300,847.85	12
10-610-02-1	Longevity Pay Maintenance	0.00	3,472.74	0.00	0.00	0.00	3,472.74	0
10-610-02-2	Christmas Bonus	0.00	1,400.00	0.00	0.00	0.00	1,400.00	0
10-610-05-0	Social Security Maintenance	0.00	24,940.01	3,033.45	3,033.45	0.00	21,906.56	12
10-610-07-0	Retirement Maintenance	0.00	44,034.44	2,835.13	2,835.13	0.00	41,199.31	6
10-610-08-0	401K	0.00	17,067.61	687.02	687.02	0.00	16,380.59	4
10-610-09-0	Insurance	10,132.04	40,421.73	4,094.72	4,094.72	0.00	36,327.01	10
10-610-10-0	Training	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
10-610-11-1	Telephone	339.94	5,000.00	457.71	457.71	0.00	4,542.29	9
10-610-15-0	M/R Building & Grounds	0.18-	0.00	0.00	0.00	0.00	0.00	0
10-610-16-0	M/R Equipment	2,289.18	9,000.00	0.00	0.00	0.00	9,000.00	0
10-610-17-0	M/R Auto	169.99	6,000.00	1,364.78	1,364.78	0.00	4,635.22	23
10-610-31-0	Auto Supplies	5,362.56	13,000.00	1,555.54	1,555.54	0.00	11,444.46	12
10-610-33-0	Departmental Supplies	2,452.04	17,000.00	78.69	78.69	0.00	16,921.31	0
10-610-34-0	Mosquito Control	0.00	9,000.00	7,530.00	7,530.00	0.00	1,470.00	84
10-610-36-0	Uniforms	341.81	9,500.00	1,134.78	1,134.78	0.00	8,365.22	12
10-610-57-0	Miscellaneous	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-610-74-0	Capital Outlay-Equipment	6,950.00	10,600.00	0.00	0.00	0.00	10,600.00	0

Holly Ridge
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-620-00-0	PARKS AND RECREATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-620-01-0	Part-Time Staff	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0
10-620-02-3	Christmas Bonus	0.00	200.00	0.00	0.00	0.00	200.00	0
10-620-05-0	Social Security	0.00	4,070.72	475.19	475.19	0.00	3,595.53	12
10-620-07-0	Retirement	0.00	7,277.41	845.08	845.08	0.00	6,432.33	12
10-620-08-0	401-K	0.00	2,820.70	212.55	212.55	0.00	2,608.15	8
10-620-09-0	Other Fringe Benefits - Insurance	0.00	7,914.74	584.96	584.96	0.00	7,329.78	7
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	0.00	0.00	0.00	1,000.00	0
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
10-620-90-0	Sponsorship Program	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0
10-620-90-1	Liberty Festival	0.00	42,807.71	2,317.62	2,317.62	0.00	40,490.09	5
10-620-90-2	Hometown Christmas	0.00	2,067.61	0.00	0.00	0.00	2,067.61	0
10-620-90-3	Easter	0.00	1,372.50	0.00	0.00	0.00	1,372.50	0
10-620-90-4	Summer Events	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
10-620-90-5	Veteran's & Memorial Day	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-620-91-0	Events	15,110.00	0.00	0.00	0.00	0.00	0.00	0
10-620-91-1	Salaries	2,795.13	0.00	7,317.60	7,317.60	0.00	7,317.60	0
10-620-91-2	Parks, Grounds, Revitalization	1,537.61	0.00	0.00	0.00	0.00	0.00	0
10-620-92-0	Dues & Subscriptions	0.00	6,500.00	0.00	0.00	0.00	6,500.00	0
10-620-93-0	Community Building	79.98	0.00	0.00	0.00	0.00	0.00	0
10-620-95-0	Fireworks	0.00	15,500.00	0.00	0.00	0.00	15,500.00	0
10-620-96-0	Capital Improvements	8,117.16	104,700.00	474.68	474.68	0.00	104,225.32	0
10-620-97-0	Summer Camp	2,436.46	30,000.00	625.00	625.00	0.00	29,375.00	2
10-620-97-1	Summer Camp Salaries	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0
10-620-97-2	Summer Camp Cleaning	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
10-620-98-0	Town Decorations	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
10-620-99-0	PartF	0.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0
10-660-00-0	FINANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-660-01-0	Salary	13,810.30	77,202.00	10,233.02	10,233.02	0.00	66,968.98	13
10-660-02-0	Longevity	0.00	1,149.03	0.00	0.00	0.00	1,149.03	0
10-660-03-0	Christmas Bonus	0.00	200.00	0.00	0.00	0.00	200.00	0
10-660-04-0	Social Security	0.00	5,862.83	859.85	859.85	0.00	5,002.98	15
10-660-05-0	Retirement	0.00	11,229.58	824.61	824.61	0.00	10,404.97	7
10-660-06-0	401K	0.00	4,352.55	319.62	319.62	0.00	4,032.93	7

Holly Ridge
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-660-07-0	Other Fringe Benefits--Ins	2,041.58	7,914.75	584.96	584.96	0.00	7,329.79	7
10-660-08-0	Contracted Services	802.54	55,000.00	28,823.23	28,823.23	0.00	26,176.77	52
10-660-09-0	Office Supplies	0.00	700.00	149.56	149.56	0.00	550.44	21
10-660-10-0	Training	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-660-11-0	Travel and Expenses	0.00	1,000.00	0.00	0.00	0.00	1,000.00	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	22.39	1,300.00	10.14	10.14	0.00	1,289.86	1
10-660-74-0	Capital Outlay	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-710-00-0	INSPECTIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-710-02-0	Salaries Inspections	47,722.83	303,251.67	46,070.34	46,070.34	0.00	257,181.33	15
10-710-02-1	Longevity Pay Inspections	0.00	922.18	0.00	0.00	0.00	922.18	0
10-710-02-2	Christmas Bonus	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-710-05-0	Social Security	0.00	22,803.24	3,524.34	3,524.34	0.00	19,278.90	15
10-710-07-0	Retirement	0.00	39,367.43	4,191.02	4,191.02	0.00	35,176.41	11
10-710-08-0	401K	0.00	15,258.69	1,624.43	1,624.43	0.00	13,634.26	11
10-710-09-0	Other Fringe Benefits--Insurance	8,325.32	32,000.00	2,924.80	2,924.80	0.00	29,075.20	9
10-710-10-0	Training	252.00	6,500.00	0.00	0.00	0.00	6,500.00	0
10-710-11-1	Telephone	254.08	3,200.00	293.88	293.88	0.00	2,906.12	9
10-710-14-0	Travel & Expense	189.82	6,500.00	575.17	575.17	0.00	5,924.83	9
10-710-16-0	M/R Equipment	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
10-710-17-0	M/R Auto	0.00	700.00	0.00	0.00	0.00	700.00	0
10-710-31-0	Auto Supplies	1,458.18	9,000.00	324.68	324.68	0.00	8,675.32	4
10-710-33-0	Department Supplies	377.26	4,000.00	725.82	725.82	0.00	3,274.18	18
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	2,202.50	7,000.00	0.00	0.00	0.00	7,000.00	0
10-710-46-0	Demolition/Abatement	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-710-53-0	Dues & Subscriptions	105.00	5,000.00	95.00	95.00	0.00	4,905.00	2
10-710-57-0	Miscellaneous	0.00	500.00	0.00	0.00	0.00	500.00	0
10-710-58-0	Capital Outlay	0.00	2,600.00	0.00	0.00	0.00	2,600.00	0
10-800-00-0	Municipal Fire Services	0.00	0.00	0.00	0.00	0.00	0.00	0
10-800-01-0	Holly Ridge Fire Salary	0.00	82,000.00	7,143.12	7,143.12	0.00	74,856.88	9
10-800-02-0	Holly Ridge Fire Equipment	0.00	39,000.00	0.00	0.00	0.00	39,000.00	0
10-800-03-0	Turkey Creek Fire Dept	0.00	22,000.00	0.00	0.00	0.00	22,000.00	0
10-800-04-0	Future Capital Outlay Fund	0.00	220,000.00	0.00	0.00	0.00	220,000.00	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	71,864.11	125,000.00	88,555.89	88,555.89	0.00	36,444.11	71
10-999-02-0	Contracted Services	7,332.39	30,000.00	2,023.43	2,023.43	0.00	27,976.57	7
10-999-03-0	website	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0

Holly Ridge
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-999-03-1	IT Services	20,115.15	71,000.00	0.00	0.00	0.00	71,000.00	0
10-999-04-0	Postage	476.70	3,000.00	228.24	228.24	0.00	2,771.76	8
10-999-05-0	Unemployment Insurance	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
10-999-06-0	Economic Development Grant	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0
10-999-07-0	Emergency Management	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0
10-999-08-0	Contingencies	315.21	10,000.00	3,346.93	3,346.93	0.00	6,653.07	33
10-999-09-0	Health Reimbursement Arrangement	26,466.00	35,000.00	300.00	300.00	0.00	34,700.00	1
10-999-11-0	Fleet Contract - Enterprise	31,206.17	182,000.00	0.00	0.00	0.00	182,000.00	0
10-999-11-1	Fleet Contract	4,500.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-999-12-0	Safety and Health Program	99.00	8,800.00	198.00	198.00	0.00	8,602.00	2
10-999-14-0	Phase 2 Water	0.00	65,551.16	0.00	0.00	0.00	65,551.16	0
10-999-15-0	Phase 2 Sewer	0.00	35,556.13	0.00	0.00	0.00	35,556.13	0
10-999-17-0	Phase 2 Grading	1,104.57	0.00	0.00	0.00	0.00	0.00	0
10-999-18-0	Phase 2 Stormwater	218,176.28	0.00	0.00	0.00	0.00	0.00	0
10-999-19-0	Phase 2 Demobilization	14,922.53	0.00	0.00	0.00	0.00	0.00	0
10-999-20-0	Phase 2 Erosion Control	18,787.59	0.00	0.00	0.00	0.00	0.00	0
10-999-21-0	Phase 2 Road Construction	0.00	20,769.20	0.00	0.00	0.00	20,769.20	0
10-999-23-0	Land Acquisition	0.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0
10-999-24-0	Phase 2 Engineering/Gen	0.00	129,796.37	0.00	0.00	0.00	129,796.37	0
10-999-31-0	Site Materials	0.00	2,018.18	0.00	0.00	0.00	2,018.18	0
10-999-32-0	Site Improvements/Labor	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-999-33-0	Maintenance/Const./Oversite	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10 Fund 10 Expend Total		946,534.42	9,913,482.29	573,002.45	573,002.45	0.00	9,340,479.84	6

10 Fund

	Prior	Current	YTD
Revenues:	1,109,472.14	105,159.75	105,159.75
Expended:	946,534.42	573,002.45	573,002.45
Net Income:	162,937.72	467,842.70-	467,842.70-

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	0.00	63,070.55	0.00	0.00	0.00	63,070.55-	0
	11 Fund 11 Revenue Total	0.00	63,070.55	0.00	0.00	0.00	63,070.55-	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	20,000.00	0.00	0.00	0.00	20,000.00	0
11-570-03-0	Equipment	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
11-570-18-0	M/R Streets	3,436.11	242,435.42	3,966.97	3,966.97	0.00	238,468.45	2
	11 Fund 11 Expend Total	3,436.11	267,435.42	3,966.97	3,966.97	0.00	263,468.45	1

11 Fund

	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expended:	3,436.11	3,966.97	3,966.97
Net Income:	3,436.11-	3,966.97-	3,966.97-

Grand Totals

	Prior	Current	YTD
Revenues:	1,109,472.14	105,159.75	105,159.75
Expended:	949,970.53	576,969.42	576,969.42
Net Income:	159,501.61	471,809.67-	471,809.67-

Holly Ridge Vol Fire Rescue

Date	Time	Call Type	Location
1	1037	Medical Emergency	Holly Ridge
1	1415	Vehicle Fire	Holly Ridge
1	1708	Medical Emergency	Holly Ridge
1	2046	Smoke Scare/Odor	Holly Ridge
2	0136	Aircraft Standby	Holly Ridge
2	1120	Medical Emergency	Holly Ridge
2	1203	Medical Emergency	Holly Ridge
2	1755	Medical Emergency	Onslow County
3	1241	Medical Emergency	Holly Ridge
5	0946	Traffic Crash	Holly Ridge
5	1450	Fire Alarm Activation	Mutual Aid
5	2220	Medical Emergency	Holly Ridge
6	1117	Medical Emergency	Onslow County
8	0900	Fire Alarm Activation	Mutual Aid
8	1241	Traffic Crash	Onslow County
8	1801	Fire Alarm Activation	Holly Ridge
9	1006	Medical Emergency	Onslow County
10	2329	Medical Emergency	Holly Ridge
10	0735	Medical Emergency	Holly Ridge
12	0719	Medical Emergency	Onslow County
12	1606	Medical Emergency	Holly Ridge
12	2035	Medical Emergency	Holly Ridge
13	1650	Medical Emergency	Holly Ridge
13	2213	Aircraft Standby	Holly Ridge
14	0923	Medical Emergency	Holly Ridge
15	0714	Structure Fire	Mutual Aid
15	1045	Medical Emergency	Holly Ridge
15	1601	Medical Emergency	Holly Ridge
16	0012	Carbon Monoxide Emergency	Holly Ridge
16	0302	Fire Alarm Activation	Holly Ridge
16	1526	Smoke Detector Activation	Holly Ridge
16	1658	Medical Emergency	Holly Ridge
17	0151	Structure Fire	Mutual Aid
17	0508	Medical Emergency	Onslow County
17	0915	Medical Emergency	Onslow County
17	0940	Medical Emergency	Onslow County

17	1142	Outside/Brush Fire	Holly Ridge
17	1555	Fire Alarm Activation	Holly Ridge
17	1558	Medical Emergency	Holly Ridge
17	2113	Traffic Crash	Holly Ridge
17	2145	Medical Emergency	Holly Ridge
18	0742	Medical Emergency	Holly Ridge
18	2015	Medical Emergency	Holly Ridge
19	0302	Fire Alarm Activation	Mutual Aid
19	1050	Fire Alarm Activation	Mutual Aid
19	1925	Medical Emergency	Holly Ridge
19	2043	Fire Alarm Activation	Mutual Aid
20	0721	Fire Alarm Activation	Mutual Aid
20	0734	Medical Emergency	Holly Ridge
20	2046	Medical Emergency	Holly Ridge
21	1614	Medical Emergency	Onslow County
21	2043	Outside/Brush Fire	Onslow County
22	1411	Fire Alarm Activation	Mutual Aid
22	1702	Medical Emergency	Holly Ridge
23	0009	Medical Emergency	Holly Ridge
23	0113	Vehicle Fire	Holly Ridge
23	0850	Gas Leak / Gas Odor	Holly Ridge
23	1021	Medical Emergency	Holly Ridge
23	1309	Traffic Crash	Onslow County
23	1414	Medical Emergency	Holly Ridge
23	2025	Traffic Crash	Mutual Aid
24	0837	Fire Alarm Activation	Mutual Aid
24	0907	Medical Emergency	Holly Ridge
24	1257	Medical Emergency	Holly Ridge
25	0724	Medical Emergency	Onslow County
25	1028	Fire Alarm Activation	Mutual Aid
25	1340	Traffic Crash	Onslow County
25	1335	Medical Emergency	Holly Ridge
25	2146	Medical Emergency	Mutual Aid
26	2335	Structure Fire	Onslow County
26	0811	Medical Emergency	Onslow County
26	0949	Medical Emergency	Onslow County
26	1002	Aircraft Standby	Holly Ridge
26	2145	Aircraft Standby	Holly Ridge
26	2211	Medical Emergency	Holly Ridge

27	2343	Medical Emergency	Holly Ridge
27	0658	Medical Emergency	Holly Ridge
27	1302	Medical Emergency	Holly Ridge
28	0700	Medical Emergency	Holly Ridge
29	0409	Medical Emergency	Holly Ridge
29	0607	Structure Fire	Onslow County
29	1319	Medical Emergency	Holly Ridge
29	1320	Fire Alarm Activation	Mutual Aid
29	1727	Medical Emergency	Onslow County
29	2049	Medical Emergency	Onslow County
30	0637	Medical Emergency	Holly Ridge
30	1022	Medical Emergency	Mutual Aid
30	1950	Traffic Crash	Onslow County

Total **88**

Staff on Duty **47**

Holly Ridge Vol Fire and Rescue

Aug-23

	Holly Ridge	Onslow County	Mutual Aid	Total
FIRE	14	3	12	29
EMS	37	13	2	52
RESCUE	2	4	1	7
	53	20	15	88

Activity Log Event Summary (Cumulative Totals)

Holly Ridge Police Department

(08/01/2023 - 08/31/2023)

# 4 Assault	3	# 5 Break/Enter	5
# 7 Larceny M/V	1	# 8 Kidnapping	1
#13 DWLR	3	#15 Weapon Offense	1
#17 Suicide	2	#18 Narcotics	1
#19 Disturbance	18	#20 Domestic	5
#21 DWI	3	#26 Alarm Activation	2
#27 Suspicious Person	8	#27 Suspicious Vehicle	1
#29 Animal	1	#33 Traffic	40
#34 Crash Report	3	#35 E-Citation	12
#35 Traffic Citation-Aid & Abet DWI	1	#35 Traffic Citation-C&R	6
#35 Traffic Citation-Child restraint	1	#35 Traffic Citation-Expired inspection	4
#35 Traffic Citation-Expired registration	4	#35 Traffic Citation-Fail to register motor vehicle	2
#35 Traffic Citation-No Insurance	1	#35 Traffic Citation-NOL	2
#35 Traffic Citation-Revoked/Fictitious/Altered regi	2	#35 Traffic Citation-Speeding	27
#35 Traffic Citation-Stop light	2	#38 Assist Motorist	2
#40 Remove Road Hazard	1	#41 Vehicle Unlock	3
#44 Property Damage	1	#46 Open Door	2
#47 Building Check	92	#48 Welfare Check	4
#52 Assist EMS	4	#52 Assist Fire Dept.	3
#52 Assist O.C.S.D.	8	#52 Assist Other Agency	1
#52 Assist P.C.S.D.	4	#52 Assist SCPD	2
#52 Assist Topsail Beach PD	1	#53 Arrest Warrant/Wanted	5
#54 Trespassing	1	#55 Harassment	2
#58 General Police Service	20	#60 Department Program	2
#62 Noise Violation	2	#66 Juvenile Incident	4
<No Event Type Specified>	1	Arrest	5
Business Check	514	Residential Check	10
Vehicle Stop	96	Verbal Warning	56

Total Number Of Events: 1,008



Town Council Regular Meeting Agenda

Agenda Item:	7-B4
Date:	09/12/2023

Subject: Building and Inspections Department Report for the Month of August 2023

07	New Residential SFD
01	New DWMH
22	Residential Permits
31	Total Permits Issued
05	Residential CO
01	Commercial
03	Residential CC
08	Total Certificates Issued
384	Inspections performed over 120 Permits to include 1 Fire Inspections



Town Council Regular Meeting Agenda

Agenda Item:	7-B5
Date:	09/12/2023

Subject: Department Head Report – Parks and Recreation

- **Surf City Summer Camp – Holly Ridge**
Summer Camp was another huge success and brought in a total of \$7,238.95.
- **Surf City Adult Softball**
The past softball season was also successful and brought in a total of \$872.68.
- **Community Center & Field Rentals - August**
 - 1 week of Surf City Summer Camp
 - 7 Community Center Rentals
 - 26 Field Reservations + 5 SC Softball Games
 - 1 Pavilion Rentals
- **Christmas Tree**
 - The Christmas Tree has been delivered!
- **Liberty Festival & Fireworks**
 - 2023 Liberty Festival was one for the books! All the vendors were fantastic and well received by the community!
 - All our craft/non-profit vendors were approved, with a total of 22 vendors.
 - We had a great turnout for food vendors, with a total of 9 food trucks and 6 food tents.
 - Total Vendor Revenue: \$2400
 - Total Sponsor Revenue: \$19,000



Town Council Regular Meeting Agenda

Agenda Item:	7-B6
Date:	09/12/2023

Subject: Department Head Report - Grants

To ensure the Mayor and Town Council are aware of the progress Kimmee Frankenfield, Grants Administrator accomplishes, a new monthly report has been added to the Agenda Packet. This new report also encourages transparency and allows the Mayor, Town Council, and citizens to be aware of the projects that are in the works.

Submitted a grant request for \$17k from the Duke Energy Foundation

Submitting for a grant from The Burts Bees Greater Good Foundation

Secured Grants Management program through Instrument-L to locate, track, and manage grants from start to finish.

Met with Brittany Shipp (Southeast Region Consultant, Recreation Resources Service, Department of Parks, Recreation and Tourism Management).

Met with Ennett Marine Construction to get an updated proposal (attached) for the new Morris Landing Pier, new estimate is \$151,404. Grant was awarded on April 21, 2023. Once permits are in place and everything is approved, construction is set to begin in February 2024.

Started planning for our first meeting with RCCP on Tuesday, September 12th, 2023, prep work to form Community Action Team. Organizing deliverables currently.

Scheduled meeting on 9/13 with Heather & Bobby Chandler to discuss next steps from WithersRavenel PTOS Master Plan



“PROPOSAL”

ENNETT MARINE CONSTRUCTION LLC

252 ENNETT LANE, SNEADS FERRY NC 28460 Office: 910.327.3475

PROPOSAL SUBMITTED. Town of Holly Ridge	PHONE 910-388-6275	DATE. 8-28-23 Revised
STREET ADDRESS Morris Landing	CUSTOMER EMAIL parksandrec@hollyridgenc.org	
CITY, STATE AND ZIP CODE Holly Ridge, NC	JOB LOCATION Same As Above	

Description and Specifications:

- **Demo Decking & Hand-Railing On Existing 300’ Pier & Dock**
- **Replace Decking & Hand-Railing**
- **(2) New 12’ X 30’ Dock on Left/Right Side of Existing Pier.**
- **New, 6’ X 50’ Walkway/Observation Pier/ With Hand Railing.**

Scope of Work;

- **(2) New, Dock’s 12’ X 16’, With 8’ X 18’ Finger Piers, 2.5’ Marine Treated Round Poles 16’/20’ 2”X 12” Bands & 2”X 10” Stringers, Sure-Step & Trex Decking, 316 Grade Stainless Steel Screws,**
- **Finger Pier’s Off Existing Observation Dock 6’ X 50’ (Same Construction)**
- **Re-deck Existing Pier & Dock With Sure-Step Decking and Trex, Utilizing 316 Stainless Screws.**
- **Replace Hand-Railing On Existing Pier, Dock, New Dock’s & Finger Pier’s, Utilizing 2” X 6” Trex Boards.**
- **Will Inspect and Replace Any Bad Stringers On Existing Pier/Dock.**

- **Pricing Subject to Change Due to Fluctuating Material Cost.**

WE PREPOSE TO FURNISH MATERIAL AND LABOR – COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:

Total Project Cost; \$ 151,404.00

Estimated Start-Date; Feb, 12th 2024

PAYMENT TERMS:

30% Up-On Commencement, 30% When Framed & Decked, 40% Due at Completion.

Not Included In Above Pricing;

- **Electrical**
- **Permitting**
- **Plumbing**
- **Engineering Cost & Consulting Cost**

**All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over the above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Contractor not liable for any underground utility or septic disturbance.

****Acceptance of Proposal**- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Please visit our web-site; <https://ennettmarine.com>

AUTHORIZED SIGNATURE; _____

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 20 DAYS

SIGNATURE: _____

DATE OF ACCEPTANCE: _____



Town Council Regular Meeting Agenda

Agenda
Item:

7-C1

Date:

09/12/2023

Subject: Committee Report - Planning Board

A Planning Board Meeting was not held in August 2023.

The next Planning Board Meeting is scheduled for Tuesday, September 19th, 2023, beginning at 6:30 p.m. in the Council Chambers.



Town Council Regular Meeting Agenda

Agenda
Item: 7-C2

Date: 09/12/2023

Subject: Committee Report – Board of Adjustment

A Board of Adjustment Meeting was not held in August 2023.

The next Board of Adjustment meeting will be Tuesday, September 26th, 2023.



Town Council Regular Meeting Agenda

Agenda
Item: 7-C3

Date: 09/12/2023

Subject: Committee Report – ONWASA

The next scheduled meeting for ONWASA will be held on Thursday, September 21st, 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:	09/12/2023

Subject: Committee Report – Re-Branding

- The Committee conducted the Seal Ceremony to kick-off the Liberty Festival and the Ceremony went very well.
- Promotional Materials for the new seal were passed out throughout the Liberty Festival Event.
- Staff continues to apply the new Town Seal throughout the digital and paper locations.
- There will be a follow-up meeting in a month or so to discuss the new signage roll-out.
- The majority of feedback has been positive concerning the Seal.



Town Council Regular Meeting Agenda

Agenda Item:	7-C5
Date:	09/12/2023

Subject: Committee Report – Busy Bees

The Committee meetings are scheduled as follows:

- September 14th, 2023 – 4:00 p.m.
- October 19th, 2023 – 4:00 p.m.
- November will need to be rescheduled due to the Thanksgiving Holiday.

The Committee held their first meeting on August 17th, 2023, and the following items were discussed:

- Review of the Adopted By-Laws
- Bee Fest 2024 with Tasks Assigned
- Fundraising Brainstorming
- Discussion concerning the Queen B Pageant

Minutes from the meeting are attached.

Jeff Wenzel
Mayor

Pamala Hall
Mayor Pro-Tem

Greg Hines
Councilmember

Rena Bragg
Councilmember

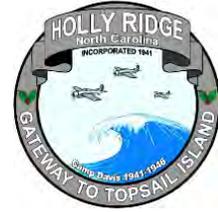
Dexter Sholar
Councilmember

Carolyn Stanley
Councilmember

Town of Holly Ridge

*Post Office Box 145
Holly Ridge, North Carolina 28445*

*Telephone (910) 329-7081
Fax (910) 329-1593*



Heather Reynolds, CMC
Town Manager

Tracy Martin
Deputy Town Clerk

Town of Holly Ridge Busy Bee Committee August 17th, 2023 4:00 p.m.

1. Call to Order 16:06

2. Introductions/Bee Committee Objectives

Attendees: Heather Reynolds, Dorothy Royal, Becky Borneman, Tony (sponsoring Bee City application fee), Dawneva in abstention (member of NC Beekeeping Assn), Jynette Brogden, Lee Brogden (active member of Beekeeper Assn, has 20 acres & plans to have more hives in spring), Kimmee Frankenfield, Grants Administrator.

3. Review of By-Laws

Appoint leadership at December committee meeting; Town Manager has responsibility to facilitate ideas from the committee. Joseph (new town planner) is a beekeeper and will help facilitate as well.

4. Determine Meeting Schedule

Monthly meetings will be second Thursdays at 4:00. Kimmee will send out calendar holds.

5. Bee Fest 2024

- Dorothy wants to create a memorial garden for baby Lily with wildflowers, maybe a butterfly bench, involve Eagle Scouts
- Dorothy wants a separate bank account for the Bee Committee; Heather will check with Chuck/CPA/auditors.
- Dorothy also wants a float eventually for parades.
- Becky likes the art contest for shirts & the spelling bee idea. Tony's wife is a teacher, he will ask her about the process for doing an art contest. Becky says we need 2 months to get the bee shirt from top winner to final design. Art contest open to all ages – top winner is the “official” shirt design and 2nd place is the annual shirt.
- Dorothy wants stickers also.

6. Fundraising Brainstorm

- Dorothy proposes hosting the Bee Ball at Xanadu Farms (by Summerhouse). Heather suggests seeing if the Yow's would donate venue. Bee Ball plus silent auction on January 27? Outdoor but tented with heaters?
- Kimmee will check cost for Clamslammers (Clamslammers are not available on 1/27)
- Brawes Bees off Turkey Creek might be willing to sponsor – he does a bee store. Recently retired military who might could be a vendor at the festival. (Lee mentioned him).
- Julia, owner of bumblebee gifts, asked her if she wanted to be a sponsor.
- Ask Lori if she wants to sponsor/have a bee section.
- Lee suggested “day with a beekeeper” because the frequency they put out is really calming... maybe a future mental health opportunity, especially for local vets?
- Pender Pines as a sponsor, donate flowers that people could “buy/sponsor a flower” in the memorial garden.
- Lowes as a sponsor for edging/mulch/etc. Lowes has a community initiative where they do community activities once a quarter.

7. Committee Member Comments

- Heather says we need a text amendment to our town ordinance, and we can have people register their yards through Rec Desk.
- If you have an apiary, you can register so JOEMC/Duke can't spray pesticides within so many feet.
- McFann says our pesticide spray is labeled as bee friendly!
- Becky suggests doing a bee pageant a month before the official event, then having winners featured during the festival. Heather will talk to Dawn about the bee pageant.
- NC is the only state with bees that can make purple honey... Lee has friends in Fayetteville who make it!
- Honey taste-testing competition.
- Ask Sandpiper about making a custom mead/honey kolsch/honey wheat beer. Maybe a collab with STBC, Wilmington Brewing Co, Crooked Lotus. Lee & Jynette will reach out to beer people. Drafts on demand?
- Talk to NC State apiary program, NC Zoo, etc. for educational presentations during events.

8. Adjournment



Town Council Regular Meeting Agenda

Agenda Item:	8-A
Date:	09/12/2023

Subject: Presentation of the Proposal for Consulting Services for the Town's Street Project by Rob Holland of WithersRavenel and Discussion and Possible Approval of the Contract for Consulting Services and Resurfacing Contract for the Street Project.

Issue Statement

Mr. Rob Holland of WithersRavenel will be at the Town Council Meeting to present the proposal for consulting services and resurfacing contract for the Town's Street Repair Project which was budgeted for this year. Previously, WithersRavenel completed the Pavement Condition Survey (PCS).

Mike McFann, Public Works Director, and I met with Mr. Steve Lander of WithersRavenel to discuss the consulting/project management of a project this size.

The following are the next steps in the process, which WithersRavenel has provided a proposal for:

- ▶ Project/Street Selection – One (1) Week
- ▶ Pavement Repair Survey – Two (2) Weeks
- ▶ Plans, Specifications & Estimates – Two (2) Weeks
- ▶ Advertisement of Project – Four (4) Weeks
- ▶ Bid Evaluation, Contractor Selection, Contract Execution, Council award, and Pre-Construction Conference – One (1) Week
- ▶ Active Construction Time – To be determined after the pavement repair survey.
- ▶ Project Close Out – One (1) Week

Recommendation

For discussion and possible action.

Attachments:

- A. Proposal from WithersRavenel



August 11, 2023

Ms. Heather Reynolds, CMC, NCCMC
Town Manager
Town of Holly Ridge
212 N Dyson Street
Holly Ridge, NC 28445

**RE: Agreement for Professional Services
Holly Ridge FY24 Resurfacing Contract
Holly Ridge, North Carolina
WR Project No. 23-0939**

Dear Ms. Reynolds,

WithersRavenel, Inc. is pleased to provide this proposal to the Town of Holly Ridge for consulting services. The project encompasses the pavement repair survey, formal bidding to secure a licensed contractor to complete the resurfacing work, and construction administration services for various streets within the Town limits of Holly Ridge, North Carolina. The construction inspection services will be provided in a later proposal after the scope of construction is determined.

We look forward to working with you on this project. Please feel free to call me at 336.215.5521 or email at slander@withersravenel.com with any questions and/or to discuss any aspect of the attached proposal.

Sincerely,

WithersRavenel

Steve Lander, P.E.
Director of Pavement Management

Holly Ridge FY24 Resurfacing Contract Holly Ridge, North Carolina Proposal for Professional Services

A. Project Description

This fee proposal is intended to provide the scope of services and associated fees to provide consulting services per request of Holly Ridge FY24 Resurfacing Contract and formalize an agreement for the implementation and logistics for these services.

Listed below is a summary of several key aspects of the project based on our discussions, and preliminary research. Refer to the Scope of Services and Additional Services/Exclusions for further detailed information.

- ▶ WR will assist the Town of Holly Ridge with the selection of streets for this resurfacing Contract. The Project will also include improving or installing (where applicable) curb ramps along the selected streets to be resurfaced for ADA compliance;
- ▶ The anticipated budget for this season's resurfacing is approximately \$1,500,000.
- ▶ The goal for the Holly Ridge FY24 Resurfacing Contract includes:
 - ▶ Milling and resurfacing
 - ▶ Full-Depth Reclamation (FDR) if deemed necessary
 - ▶ Full-Depth asphalt patching

For the purposes of this proposal and any subsequent agreements the following references shall apply:

- ▶ Town of Holly Ridge shall be known as the "Client" or "Town"; WithersRavenel shall be known as the "Consultant" or "WR"; The property and overall project shall be known as the "Project"; North Carolina Department of Transportation shall be known as "NCDOT"; The executed proposal shall be known as the "Agreement".

B. Timeline for Services

WithersRavenel will begin work upon receipt of executed Agreement and written notice to proceed from the Client. Estimated timeframe(s) for the basis of the services described in the Scope of Services are shown below.

- ▶ Project/Street Selection – One (1) Week
- ▶ Pavement Repair Survey – Two (2) Weeks
- ▶ Plans, Specifications & Estimates – Two (2) Weeks
- ▶ Advertisement of Project – Four (4) Weeks
- ▶ Bid Evaluation, Contractor Selection, Contract Execution, Council award, and Pre-Construction Conference – One (1) Week
- ▶ Active Construction Time – To be determined after the pavement repair survey
- ▶ Project Close Out – One (1) Week

From the above and factoring in variability in the approval process, WR estimate the total project timeframe for the Scope of Services to be approximately 3 months.

- ▶ The above estimated timeframe(s) may be impacted by, among other things:
 - Timeliness and additional document reviews requested by the Client;
 - Town Council required approvals, if applicable;
 - Timeliness and accuracy of information provided by the Client.
- ▶ Timeframe through construction will vary based on:
 - The Client's schedule and phasing;
 - Contractor's progress and adherence to completion date;
 - Client requesting additional work;
 - Weather delays

If available, opportunities to adjust these estimated timeframes can be discussed. Implementation of agreed upon adjustments may result in adjustments to WithersRavenel fees.

C. Scope of Services

Task 1 - Pavement Repair Survey (PRS)

WR will perform the following services for this task:

- ▶ Meet with the Town virtually (up to two (2) meetings) to determine the street sections to be included in the upcoming Holly Ridge FY24 Resurfacing contract. The street selection team will utilize GIS maps and lists from the Town of Holly Ridge 2023 Pavement Condition Survey (PCS) results, the Town's historical resurfacing program data, and local knowledge to determine the street segments in this year's program.
- ▶ Use the following criteria for the development of the Resurfacing streets list:

Driver streets are selected directly from the PCS PCI map. For each selected Group, all segments below PCI 65 are automatically selected for resurfacing. Segments with a PCI of 65 up to the low 70's will be evaluated on a case-by-case basis using the following criteria:

 1. Public Perception – If all segments of a street are being resurfaced except for one or two, we evaluate the remaining segments to estimate the remaining life. If that estimate is about 7 years or less, we include the segment in the resurfacing list. The general public doesn't recognize the difference between a PCI of 65 and a PCI of 73. All they see is every street is getting resurfaced except for the part in front of their house.
 2. Logistics – We look for streets in the inner portions of a subdivision with a PCI of 65 to the low 70's. If construction traffic would have to traverse newer segments in a few years to resurface that segment, it is included in the resurfacing list. A good construction practice is working our way out to minimize heavy equipment on newly paved streets. This also includes 'orphaned' segments where every segment around it is being resurfaced, but the orphaned segment missed the list by a couple of points.
 3. Neighborhood Approach – A long-term goal of the neighborhood approach is to have resurfacing carried out on roughly half of the paving group about every 10 years. Including segments with a PCI from 65 to the low 70's helps balance the resurfacing cluster of segments over the next decade. This can also include the 'orphaned' segments described in item 2. Stray segments that need immediate attention are addressed within our Patching Program to hold them over until the next resurfacing cycle.

Upon selection of the final list of streets for resurfacing, our Team will then develop the bid documents.

WR will again use the available GIS data and ArcGIS to perform a Pavement Repair Survey (PRS) for up to 4 miles of streets selected for resurfacing. The supporting documentation to develop the proposed repair recommendations will be provided to the Town for review, concurrence, and final approval.

These recommendations will be developed by our Team performing a boots-on-the-ground project-level survey of the selected roadway. We will evaluate, identify, measure, and physically mark with paint the proposed limits of each area requiring attention.

For each identified area, the condition, location within the segment, dimensions and photo documentations will be attained. From this information, we will:

- ▶ Establish the recommended repairs,
- ▶ Compute the quantity and cost of repair,
- ▶ Identify features in photographs, and
- ▶ Develop an overall repair approach which will be tabulated for the bid package.

These areas may include pavement issues, utility issues/required adjustments, curb and gutter deficiencies and curb ramp ADA compliance deficiencies.

Any visible anomalies will also be noted and included in the plan—for example, driveway scraping, damaged utilities, or standing water.

The extent of the required repair will determine if the location should be scoped for resurfacing or alternate pavement restoration methods. If geotechnical assistance/investigation is deemed to be needed, a firm from the Client's existing Geotechnical On-Call contract can be contacted. Such services could include material testing, CBR testing, core samples of a roadway, or proof rolling.

WR will perform the following general tasks to develop the plans (Map Book):

- ▶ Translate field measurements to drawings (including utilities or other features that are not in GIS database),
- ▶ Indicate the type, location, and quantity of specified repairs prior to the street prior to resurfacing,
- ▶ Show limits and details for resurfacing efforts,
- ▶ Show limits and details for the use of patching,
- ▶ Indicate utility adjustments,
- ▶ Indicate drainage improvements,
- ▶ Verify if the existing sidewalk/ramps are ADA compliant. If not compliant, show the type of ramp and approximate limits of construction that will be required to attain an ADA compliant sidewalk/crossing/curb cut. An inventory of each individual ramp should be developed to confirm compliance (smart level evaluation), and
- ▶ For resurfaced streets, provide Pavement Marking and Signage plans.

Project Deliverables:

- ▶ The results from the Contract PRS will be tabulated and included in the final bid documents.

Task 2 - Project Manual, Map Book, and Estimate

Upon completion of the PRS and confirmation of the Project street list by the Town, the corresponding specifications, summary of quantities, Map Book (resurfacing maps for each segment), and cost estimate will be developed for bidding purposes. WR will develop the Project Manual in accordance with the Town of Holly Ridge Specifications and bidding requirements and provide to the Client for review. Upon

addressing any comments from the Client, a final project manual will be provided for the Town to advertise for bids for the Project.

Coordination will continue with Town staff regarding any public utilities for the selected street lists and extended to private utilities as well, such as AT&T and Google Fiber. The presence of private utilities will be incorporated into the project maps and any private utility adjustments needed for construction will be identified and recorded while performing the PRS.

Project Deliverables:

- ▶ Specifications, Map Book, and Estimate for bidding

Task 3 - Contract Administration

WR will perform the following services for this task:

- ▶ WR will solicit local paving contractors interested in bidding on the project. The Client will advertise the Project in the local newspaper.
- ▶ Attend and prepare for one (1) pre-bid meeting.
- ▶ Provide a pre-bid meeting summary and document all contractor questions. Answers to those questions will be issued in one (1) addendum to the contract documents.
- ▶ Coordinate and facilitate one (1) bid opening (estimated a one (1) hour in length) with the Client and Contractors in attendance. WR will provide a bid summary and check to see that each bid has the required documentation.
- ▶ Provide a bid tab, for all the responsible bids, to the client and provide an evaluation of the bids to determine if the bids conform to the project specifications and meet the legal requirements.
- ▶ Prepare an award recommendation letter to the Town of Holly Ridge and assist with the coordination of the execution of the construction contract between the Client and the Contractor.
- ▶ Attend a pre-construction meeting with the selected Contractor at a Town facility.
- ▶ Coordinate change order reviews and recommendations.
- ▶ Develop a Punch List of items for use in establishing a final inspection and acceptance of the construction contract. WR will share interim updates to the punch list with the Client and discuss any potential solutions.
- ▶ Collect final project documents and provide to the Town as a final deliverable.

Project Deliverables:

- ▶ Pre-bid meeting summary
- ▶ Bid summary from bid opening
- ▶ Bid tab
- ▶ Award recommendation
- ▶ Punch List
- ▶ Project closeout information (Certificate for Substantial Completion and final punch list completion)

D. Designated Representatives

The designated representatives of the Owner and WithersRavenel for purposes of this Task Order shall be as follows:

For the Owner:

Primary Contact Person:.....Heather Reynolds, CMC, NCCMC
 Title:.....Town Manager
 Telephone Number - Office:..... (910) 329-7081, ext. 223
 E-mail Address.....manager@hollyridgenc.org

The Town’s primary contact person shall have complete authority to transmit instructions, receive information, interpret, and define the Town’s policies and decisions with respect to materials, equipment, elements and systems pertinent to the pavement management program.

For the Consultant Engineer:

Primary Contact Person.....Steve Lander, PE
 Title:.....Director of Pavement Management
 Telephone Number – Cell (Preferred)(336) 215-5521
 E-mail Address.....slander@withersravenel.com

E. Exclusions/Additional Services

Services that are not included in Section C or are specifically excluded from this Agreement (see below) shall be considered Additional Services if those services can be performed by WR and its agents if requested in writing by the Client and accepted by WR. Additional services shall be paid by the Client in accordance with the Fee & Expense Schedule outlined in Exhibit II. The exclusions are described below but are not limited to the following:

Planning/Studies

- ▶ Variance and Quasi-Judicial processes;
- ▶ Traffic Impact Analysis;
- ▶ Signalization Studies;

Project Management

- ▶ Additional Meetings/Site Visits;
- ▶ Adjacent property owner discussions;

Services by Others

- ▶ Geotechnical services;

Geomatics Services

- ▶ GIS mapping services;
- ▶ Construction staking;
- ▶ As-built (record drawing) surveys;

Environmental Services

Design Services

- ▶ Construction Drawings;
- ▶ Record (As-Built) Plans;

Landscape Architecture Services

Stormwater Services

Permitting Services

- ▶ Erosion Control permits;
- ▶ 401/404 permitting;
- ▶ NCDOT permitting;

Services During Construction

- ▶ NPDES monitoring/reporting;
- ▶ Record drawings/as-builts;
- ▶ Engineer Certifications;

Offsite/Specialty

- ▶ Expert witnesses;

Construction Inspection Services

General

- ▶ Any work previously provided in other proposals;
- ▶ Any other services not specifically listed within Section C.

The above list is not all inclusive and the Scope of Services defines the services to be provided by WithersRavenel for this project.

F. Client Responsibilities

The following items will be provided by the Client and WithersRavenel will rely upon the accuracy and completeness of this information:

- ▶ General:
 - Provide representative for communications and decisions;
 - Coordination and designation of a primary contact for architect, contractor, and other consultants engaged by the Client;
 - Preferred media platforms for communications with the Client;
 - Provide in writing, any information as to Client's requirements for design;
 - Provide any information needed to complete the Project not specifically addressed in the Scope of Services;
 - Provide all available information pertinent to the Project, including any GIS information, reports, maps, drawings, and any other data relative to the Project;
 - Examine all proposals, reports, sketches, estimates and other documents presented by the Consultant and render in writing decisions pertaining thereto within a reasonable period so as not to delay the services of the Consultant;
 - Give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any defect in the Project or the services of Consultant;
 - Attend Town or Town meetings as required/needed;
 - Provide access to property for Consultant and subconsultants;
 - Discussions/negotiations with adjacent landowners;
 - Acquire all off-site utility and/or construction easements required for this Project;
 - Manage and coordinate the work of any subconsultants/subcontractors that are not directly subcontracted through the Consultant;
 - All submittal, review, or permitting fees associated with the Project;
 - Any legal representation requiring an attorney at law.

G. Compensation for Services

WR proposes to provide the services outlined in Section C on a lump sum basis with fees as shown below. Additional services required outside the Scope of Services in Section C and reimbursable expenses will be billed on a Time and Material basis in accordance with Exhibit II.

Task Number	Task Name	Fee
Task 1	Pavement Repair Survey (PRS)	\$10,500
Task 2	Project Manual, Map Book, and Estimate	\$15,300
Task 3	Contract Administration	\$12,100
Total		\$37,900

Invoices will be based on the percentage of completion for each lump sum task, and the hourly rate for

WithersRavenel personnel in accordance with Exhibit II for hourly tasks, as accomplished during the billing period. Payment is due upon receipt of invoice. Interest shall be charged at the rate of one and one-half (1.5) percent per month on all balances due over 30 days from date of invoice.

The above fees are based on the estimated timelines noted in the proposal. Any adjustments to those timelines may result in additional fees.

This proposal is valid 60 days from issuance date which is the date of correspondence to the Client through email, cover letter, or other form of transmittal.

Also, note that the attached Exhibit II, Fee & Expense Schedule, is based on our current rates and may be subject to change for hourly tasks and any additional services that occur after any adjustments go into effect.

H. Acceptance

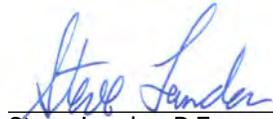
Receipt of an executed copy of this agreement will serve as the written agreement between WithersRavenel and Town of Holly Ridge for the basic services outlined in Section C of this document. The attached Standard Terms and Conditions (Exhibit I), Fee & Expense Schedule (Exhibit II), and other Exhibits shown below shall be considered a part of this agreement.

OFFERED BY:

ACCEPTED BY:

WithersRavenel

Town of Holly Ridge



8/11/23

Steve Lander, P.E.
Director of Pavement Management

Date

Heather Reynolds
Town Manager

Date

Attachments:

Exhibit I- Standard Terms and Conditions

Exhibit II- Fee & Expense Schedule

EXHIBIT I

Standard Terms and Conditions

WithersRavenel, Inc.

The proposal submitted by WithersRavenel, INC. ("CONSULTANT") is subject to the following terms and conditions, which form an integral part of the Agreement. By accepting the proposal, the services, or any part thereof, the CLIENT agrees and accepts the terms and conditions outlined below:

1. Payment:

- a) The CLIENT will pay CONSULTANT for services and expenses in accordance with periodic invoices to CLIENT and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to CLIENT. Invoices are past due after 30 days. Past due amounts are subject to interest at a rate of one and one-half percent per month (18% per annum) on the outstanding balance from the date of the invoice.
- b) If the CLIENT fails to make payment to the CONSULTANT within 45 days after the transmittal of an invoice, the CONSULTANT may, after giving 7 days written notice to the CLIENT, suspend services under this Agreement until all amounts due hereunder are paid in full. If an invoice remains unpaid after 90 days from invoice date, the CONSULTANT may terminate the Agreement. If Consultant initiates legal proceedings to collect the fees owed, Consultant shall also be entitled to recover the reasonable expenses of collection including attorney's fees.

2. Notification of Breach or Default: The CLIENT shall provide prompt written notice to the CONSULTANT if CLIENT becomes aware of any breach, error, omission, or inconsistency arising out of CONSULTANT's services or any other alleged breach of contract or negligence by the CONSULTANT. The failure of CLIENT to provide such written notice within ten (10) days from the time CLIENT became aware of the fault, defect, error, omission, inconsistency or breach, shall constitute a waiver by CLIENT of any and all claims against the CONSULTANT arising out of such fault, defect, error, omission, inconsistency or breach. Emails shall be considered adequate written notice for purposes of this Agreement.

3. Standard of Care: CONSULTANT shall perform its services in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of professionals providing the same services in the same or a similar locality as the Project. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE THAT WILL OR CAN ARISE OUT OF THE SERVICES PROVIDED BY CONSULTANT OR THIS AGREEMENT.

4. Waiver of Consequential Damages/Limitation of Liability: CLIENT agrees that CONSULTANT's aggregate liability for any and all claims that may be asserted by CLIENT is limited to \$50,000 or to the fee paid to CONSULTANT under this Agreement, whichever is greater. Both CLIENT and CONSULTANT hereby waive any right to pursue claims for consequential damages against one another, including any claims for lost profits.

5. Representations of CLIENT: CLIENT warrants and covenants that sufficient funds are available or will be available upon receipt of CONSULTANT's invoice to make payment in full for the services rendered by CONSULTANT.

6. Ownership of Instruments of Service: All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by the CONSULTANT as instrument of service, shall remain the property of the CONSULTANT. The CONSULTANT shall retain all common law, statutory and other rights, including the copyright thereto. In the event of termination of this Agreement and upon full payment of fees owed to CONSULTANT,

CONSULTANT shall make available to CLIENT copies of all plans and specifications.

7. Change Orders: CONSULTANT will treat as a proposed change order any written or oral order (including directions, instructions, interpretations, or determinations) from CLIENT which requests changes in the Agreement or CONSULTANT's Scope of Services. If CONSULTANT accepts the proposed change order, CONSULTANT will give CLIENT written notice within ten (10) days of acceptance of any resulting increase in CONSULTANT's fees.

8. Opinion of Cost/Cost Estimates: Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of CONSULTANT'S experience and qualifications and represent its reasonable judgment as an experienced and qualified professional familiar with the construction industry; but the CONSULTANT cannot and does not guarantee the proposals, bids or actual costs will not vary significantly from opinions of probable costs prepared by it. If at any time the CLIENT wishes assurances as to the amount of any costs, CLIENT shall employ an independent cost estimator to make such determination.

9. Assignment and Third Parties: Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and the CONSULTANT and not for the benefit of any other party. Neither the CLIENT nor the CONSULTANT shall assign, sublet, or transfer any rights under or interests in this Agreement without the written consent of the other, which shall not be unreasonably withheld. However, nothing contained herein shall prevent or restrict the CONSULTANT from employing independent subconsultants as the CONSULTANT may deem appropriate to assist in the performance of services hereunder.

10. Project Site: Should CLIENT not be owner of the Project site, then CLIENT agrees to notify the site owner of the possibility of unavoidable alteration and damage to the site. CLIENT further agrees to indemnify, defend, and hold harmless CONSULTANT against any claims by the CLIENT, the owner of the site, or persons having possession of the site which are related to such alteration or damage.

11. Access to Site: CLIENT is responsible for providing legal and unencumbered access to site, including securing all necessary site access agreements or easements, to the extent necessary for the CONSULTANT to carry out its services.

12. Survival: All of CLIENT's obligations and liabilities, including but not limited to, its indemnification obligations and limitations of liability, and CONSULTANT's rights and remedies with respect thereto, shall survive completion, expiration or termination of this Agreement.

13. Termination: Either party may terminate the Agreement with or without cause upon ten (10) days advance written notice, if the other party has not cured or taken reasonable steps to cure the breach giving rise to termination within the ten (10) day notice period. If CLIENT terminates without cause or if CONSULTANT terminates for cause, CLIENT will pay CONSULTANT for all costs incurred, non-cancelable commitments, and fees earned to the date of termination and through demobilization, including any cancellation charges of vendors and subcontractors, as well as demobilization costs.

14. **Severability:** If any provision of this Agreement, or application thereof to any person or circumstance, is found to be invalid then such provision shall be modified if possible, to fulfill the intent of the parties as reflected in the original provision. The remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by applicable law.

15. **No Waiver:** No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or different in character.

16. **Merger, Amendment:** This Agreement constitutes the entire Agreement between the CONSULTANT and the CLIENT and all negotiations, written and oral understandings between the parties are integrated and merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both the CONSULTANT and the CLIENT.

17. **Unforeseen Occurrences:** If, during the performance of services hereunder, any unforeseen hazardous substance, material, element of constituent or other unforeseen conditions or occurrences are encountered which affects or may affect the services, the risk involved in providing the service, or the recommended scope of services, CONSULTANT will promptly notify CLIENT thereof. Subsequent to that notification, CONSULTANT may: (a) if practicable, in CONSULTANT's sole judgment and with approval of CLIENT, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; (b) Agree with CLIENT to modify the Scope of Services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or (c) Terminate the services effective on the date of notification pursuant to the terms of the Agreement.

18. **Force Majeure:** Should completion of any portion of the Agreement be delayed for causes beyond the control of or without the fault or negligence of CONSULTANT, including force majeure, the reasonable time for performance shall be extended for a period at least equal to the delay and the parties shall mutually agree on the terms and conditions upon which Agreement may be continued. Force majeure includes but is not restricted to acts of God, acts or failures of governmental authorities, acts of CLIENT's contractors or agents, fire, floods, epidemics, pandemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

19. **Safety:** CONSULTANT is not responsible for site safety or compliance with the Occupational Safety and Health Act of 1970 ("OSHA"). Job site safety remains the sole exclusive responsibility of CLIENT or CLIENT's contractors, except with respect to CONSULTANT'S own employees. Likewise, CONSULTANT shall have no right to direct or stop the work of CLIENT's contractors, agents, or employees.

20. **Dispute Resolution/Arbitration:** Any claim or other dispute arising out of or related to this Agreement shall first be subject to non-binding mediation in accordance with the then-current Construction Industry Mediation Procedures of the American Arbitration Association ("AAA"). If mediation is unsuccessful, such claim or other dispute shall be subject to arbitration in accordance with the AAA's then-current Construction Industry Arbitration Rules. Any demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. CLIENT agrees to the inclusion in such arbitration (whether by initial filing, by joinder or by consolidation) of any other parties and of any other claims arising out of or relating to the Project or to the transaction or occurrence giving rise to the claim or other dispute between CLIENT and CONSULTANT.

21. **Independent Contractor:** In carrying out its obligations, CONSULTANT shall always be acting as an independent contractor and not an employee, agent, partner or joint venturer of CLIENT. CONSULTANT's work does not include any supervision or direction of the work of other contractors, their employees or agents, and

CONSULTANT's presence shall in no way create any liability on behalf of CONSULTANT for failure of other contractors, their employees or agents to properly or correctly perform their work

22. **Hazardous Substances:** CLIENT agrees to advise CONSULTANT upon execution of this Agreement of any hazardous substances or any condition existing in, on or near the Project Site presenting a potential danger to human health, the environment or equipment. By virtue of entering into the Agreement or of providing services, CONSULTANT does not assume control of, or responsibility for, the Project site or the person in charge of the Project site or undertake responsibility for reporting to any federal, state or local public agencies, any conditions at the Project site that may present a potential danger to the public, health, safety or environment except where required of CONSULTANT by applicable law. In the event CONSULTANT encounters hazardous or toxic substances or contamination significantly beyond that originally represented by CLIENT, CONSULTANT may suspend or terminate the Agreement. CLIENT acknowledges that CONSULTANT has no responsibility as a generator, treater, storer, or disposer of hazardous or toxic substances found or identified at a site. Except to the extent that CONSULTANT has negligently caused such pollution or contamination, CLIENT agrees to defend, indemnify, and hold harmless CONSULTANT, from any claim or liability, arising out of CONSULTANT's performance of services under the Agreement and made or brought against CONSULTANT for any actual or threatened environmental pollution or contamination if the fault (as defined in N.C.G.S. 22B-1(f)(7)) of CLIENT or its derivative parties (as defined in N.C.G.S. 22B-1(f)(3)) is a proximate cause of such claim or liability.

23. **Choice of Law:** The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the law of the State of North Carolina, excluding only its conflicts of laws principles.

24. **Construction Services:** If construction administration and review services are requested by the CLIENT, CLIENT agrees that such administration, review, or interpretation of construction work or documents by CONSULTANT shall not relieve any contractor from liability in regard to its duty to comply with the applicable plans, specifications, and standards for the Project, and shall not give rise to a claim against CONSULTANT for contractor's failure to perform in accordance with the applicable plans, specifications or standards.

25. **Field Representative:** If CONSULTANT provides field services or construction observation services, the presence of the CONSULTANT's field personnel will only be for the purpose of providing observation and field testing of specific aspects of the Project. Should a contractor be involved in the Project, the CONSULTANT's responsibility does not include the supervision or direction of the actual work of any contractor, its employees, or agents. All contractors should be so advised. Contractors should also be informed that neither the presence of the CONSULTANT's field representative nor the observation and testing by the CONSULTANT shall excuse contractor in any way for defects in contractor's work. It is agreed that the CONSULTANT will not be responsible for job or site safety on the Project and that the CONSULTANT does not have the right to stop the work of any contractor.

26. **Submittals:** CONSULTANT's review of shop drawings and other submittals is to determine conformity with the design concept only. Review of shop drawings and submittals does not include means, methods, techniques, or procedures of construction, including but not limited to, safety requirements.



EXHIBIT II

Fee & Expense Schedule

Description	Rate	Description	Rate	Description	Rate
Engineering & Planning		Funding & Asset Management		Environmental	
Construction Project Professional	\$ 145	GIS Senior Specialist	\$ 165	Environmental Technician I	\$ 80
Construction Manager I	\$ 150	GIS Specialist	\$ 145	Environmental Technician II	\$ 95
Construction Manager II	\$ 165	GIS Survey Technician I	\$ 75	Environmental Technician III	\$ 100
Senior Construction Manager	\$ 185	GIS Survey Technician II	\$ 100	Senior Environmental Technician	\$ 110
CAD Technician I	\$ 105	GIS Survey Technician III	\$ 115	Environmental Project Geologist I	\$ 145
CAD Technician II	\$ 115	GIS Survey Lead	\$ 130	Environmental Project Geologist II	\$ 160
Senior CAD Technician	\$ 140	GIS Technician	\$ 95	Environmental Project Geologist III	\$ 180
Designer I	\$ 130	GIS Analyst I	\$ 115	Environmental Senior Project Geologist	\$ 200
Designer II	\$ 150	GIS Analyst II	\$ 130	Environmental Assistant Project Manager	\$ 160
Senior Designer	\$ 170	GIS Project Manager	\$ 165	Environmental Project Manager	\$ 180
Landscape Architect I	\$ 150	F&AM Assistant Project Manager	\$ 160	Environmental Senior Project Manager	\$ 200
Landscape Architect II	\$ 175	Intern I	\$ 65	Environmental Director	\$ 230
Landscape Architect III	\$ 190	Intern II	\$ 85	Environmental Project Engineer I	\$ 145
Senior Landscape Architect	\$ 210	F&AM Implementation Specialist	\$ 145	Environmental Project Engineer II	\$ 160
Landscape Designer I	\$ 130	F&AM Project Consultant I	\$ 115	Environmental Project Engineer III	\$ 180
Landscape Designer II	\$ 140	F&AM Project Consultant II	\$ 125	Environmental Senior Project Engineer	\$ 200
Planning Technician	\$ 110	F&AM Project Consultant III	\$ 130	Environmental Principal	\$ 250
Planner I	\$ 120	F&AM Project Consultant IV	\$ 135	Environmental Project Scientist I	\$ 145
Planner II	\$ 140	F&AM Senior Project Consultant I	\$ 145	Environmental Project Scientist II	\$ 160
Planner III	\$ 165	F&AM Senior Project Consultant II	\$ 150	Environmental Project Scientist III	\$ 180
Senior Planner	\$ 175	F&AM Project Manager	\$ 165	Senior Environmental Project Scientist	\$ 200
Project Engineer I	\$ 165	F&AM Principal	\$ 250	Environmental Scientist I	\$ 105
Project Engineer II	\$ 175	F&AM Director	\$ 230	Environmental Scientist II	\$ 125
Project Engineer III	\$ 190	F&AM Staff Professional I	\$ 70	Environmental Scientist III	\$ 135
Senior Project Engineer	\$ 210	F&AM Staff Professional II	\$ 110	Environmental Geologist I	\$ 105
Assistant Project Manager	\$ 175	F&AM Staff Professional III	\$ 150	Environmental Geologist II	\$ 125
Project Manager	\$ 190	F&AM Staff Professional IV	\$ 185	Environmental Geologist III	\$ 135
Senior Project Manager	\$ 210	F&AM Senior Project Manager	\$ 210	Environmental Professional I	\$ 105
Resident Project Representative I	\$ 100	F&AM Senior Technical Consultant	\$ 240	Environmental Professional II	\$ 125
Resident Project Representative II	\$ 115			Environmental Professional III	\$ 135
Resident Project Representative III	\$ 130	Geomatics		Environmental Senior Technical Consultant	\$ 225
Senior Resident Project Representative	\$ 140	Geomatics CAD I	\$ 100		
Staff Professional I	\$ 90	Geomatics CAD II	\$ 115	Administrative	
Staff Professional II	\$ 140	Geomatics CAD III	\$ 130	Administrative Assistant	\$ 65
Staff Professional III	\$ 150	Geomatics Project Manager I	\$ 165	Administrative Assistant I	\$ 80
Staff Professional IV	\$ 185	Geomatics Project Manager II	\$ 175	Administrative Assistant II	\$ 90
Senior Staff Professional	\$ 195	Geomatics Project Manager III	\$ 185	Administrative Assistant III	\$ 100
Senior Technical Consultant	\$ 245	Geomatics Project Professional I	\$ 145	Marketing Administration I	\$ 90
Client Experience Manager	\$ 225	Geomatics Project Professional II	\$ 170	Marketing Administration II	\$ 115
Director	\$ 230	Geomatics Principal	\$ 235	Director of Marketing	\$ 145
Principal	\$ 250	Geomatics Remote Sensing Crew I	\$ 210	Office Administration	\$ 70
Zoning Specialist	\$ 325	Geomatics Remote Sensing Crew II	\$ 295	Office Administrator I	\$ 115
		Geomatics Survey Crew I	\$ 150	Office Administrator II	\$ 120
Project Coordinators		Geomatics Survey Crew II (2 Man)	\$ 190	Office Administrator III	\$ 125
Project Coordinator I	\$ 95	Geomatics Survey Crew III (3 Man)	\$ 225		
Project Coordinator II	\$ 110	Geomatics Senior Manager	\$ 210	Other	
Project Coordinator III	\$ 120	Geomatics Survey Tech I	\$ 60	Expert Witness	\$ 400
Senior Project Coordinator	\$ 130	Geomatics Survey Tech II	\$ 90	Expenses	
Lead Project Coordinator	\$ 140	Geomatics Survey Tech III	\$ 115	Bond Prints (Per Sheet)	\$ 1.75
KNA		Geomatics Survey Tech IV	\$ 125	Mylar Prints (Per Sheet)	\$11.00
CAD Designer	\$ 80	Geomatics Sn. Technical Consultant	\$ 210	Mileage	Per IRS
Construction Observer	\$ 85	Geomatics SUE Crew 1	\$ 190	Delivery - Project Specific (Distance & Priority)	
Engineer	\$ 137	Geomatics SUE Crew 2	\$ 260	Subcontractor Fees (Markup)	1.15
				Expenses / Reprod. / Permits (Markup)	1.15

Effective January 1, 2023 - Schedule is subject to change



Town Council Regular Meeting Agenda

Agenda Item:	8-B
Date:	09/12/2023

Subject: Discussion and Possible Adoption of a Resolution Authorizing Condemnation to Acquire Certain Interests in Real Property for the Purpose of Establishing Current Drag Strip Road as a future Town Street.

Issue Statement

Over the last two years Town Staff has been working to solidify a fully signalized intersection at Drag Strip Road and Highway 17. The access at Drag Strip Road would provide the main access to Camp Davis Industrial Park, Phase's III and IV, help to attract larger commercial tenants to the 14 acres along Highway 17 at the apartments, provide UPS with a lighted intersection for their estimated 500 trips per day, and open a large portion of private property for development. Drag Strip Road is intended to be a public street owned by the Town and connects all phases of the Industrial Park and eventually connects to Highway 50.

During the process for due diligence on Drag Strip Road it was determined there is not a clear owner of the previously defined Drag Strip Road, but also multiple property owners with interest in the road being created officially. In May the Town Council authorized the Town Manager to work with Attorneys to begin investigating the best course of action to acquire the property through condemnation.

In addition to reasons listed above, this property is needed to promote and protect the public health, safety, and welfare of the Holly Ridge citizens, businesses, visitors, and other community stakeholders by providing a safe entrance and exit onto Highway 17.

Manager Reynolds has worked with Attorney Sam Potter on this process, with the first step being to have an appraisal completed to determine the fair market value of the property. The fair market value has been determined to be \$27,375 for the portion of property as shown in the survey attached.

Attorney Potter will be present during Tuesday's meeting to further discuss the process and answer any questions the Mayor and Town Council may have.

Recommendation

Discussion and Possible Approval of the Resolution Authorizing Condemnation for Establishing Current Drag Strip Road as a future Town Street.

Attachments:

- A. Draft Resolution (Not final)
- B. Survey of Portion of Drag Strip Rd.
- C. Valuation by Cal Morgan, Appraiser

Jeff Wenzel
Mayor

Pamala Hall
Mayor Pro-Tem

Greg Hines
Councilmember

Rena Bragg
Councilmember

Dexter Sholar
Councilmember

Carolyn Stanley
Councilmember

Town of Holly Ridge

*Post Office Box 145
Holly Ridge, North Carolina 28445*

*Telephone (910) 329-7081
Fax (910) 329-1593*



Heather Reynolds, CMC
Town Manager

Tracy Martin
Deputy Town Clerk

RESOLUTION OF THE HOLLY RIDGE TOWN COUNCIL AUTHORIZING CONDEMNATION TO ACQUIRE CERTAIN INTERESTS IN REAL PROPERTY

WHEREAS, the Holly Ridge Town Council hereby determines that it is necessary and in the public interest to acquire the portion of Drag Strip Road indicated on the attached survey; and

WHEREAS, the purpose for which such property is being condemned is to promote and protect the public health, safety, and welfare of the Holly Ridge citizens, businesses, visitors, and other community stakeholders by providing a safe entrance and exit onto Highway 17; and

WHEREAS, Over the last two years Town Staff has been working to solidify a fully signalized intersection at Drag Strip Road and Highway 17. The access at Drag Strip Road would provide the main access to Camp Davis Industrial Park, Phase's III and IV, help to attract larger commercial tenants to the 14 acres along Highway 17 at the apartments, provide UPS with a lighted intersection for their estimated 500 trips per day, and open a large portion of private property for development; and

WHEREAS, Drag Strip Road is intended to be a public street owned by the Town and connect all phases of the Industrial Park and eventually connect to Highway 50; and

WHEREAS, During the process for due diligence on Drag Strip Road it was determined there is not a clear owner of the previously defined Drag Strip Road, but also multiple property owners with interest in the road being created officially. In May the Town Council authorized the Town Manager to work with Attorneys to begin investigating the best course of action to acquire the property through condemnation; and

WHEREAS, the fair market value has been determined to be \$27,375 for the portion of property as shown on the attached survey; and

WHEREAS, the Town of Holly Ridge, acting by and through the Town Council, proposes to exercise the power of eminent domain conferred upon the Town of Holly Ridge by Chapter 40A of the North Carolina General Statutes to condemn such property.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HOLLY RIDGE:

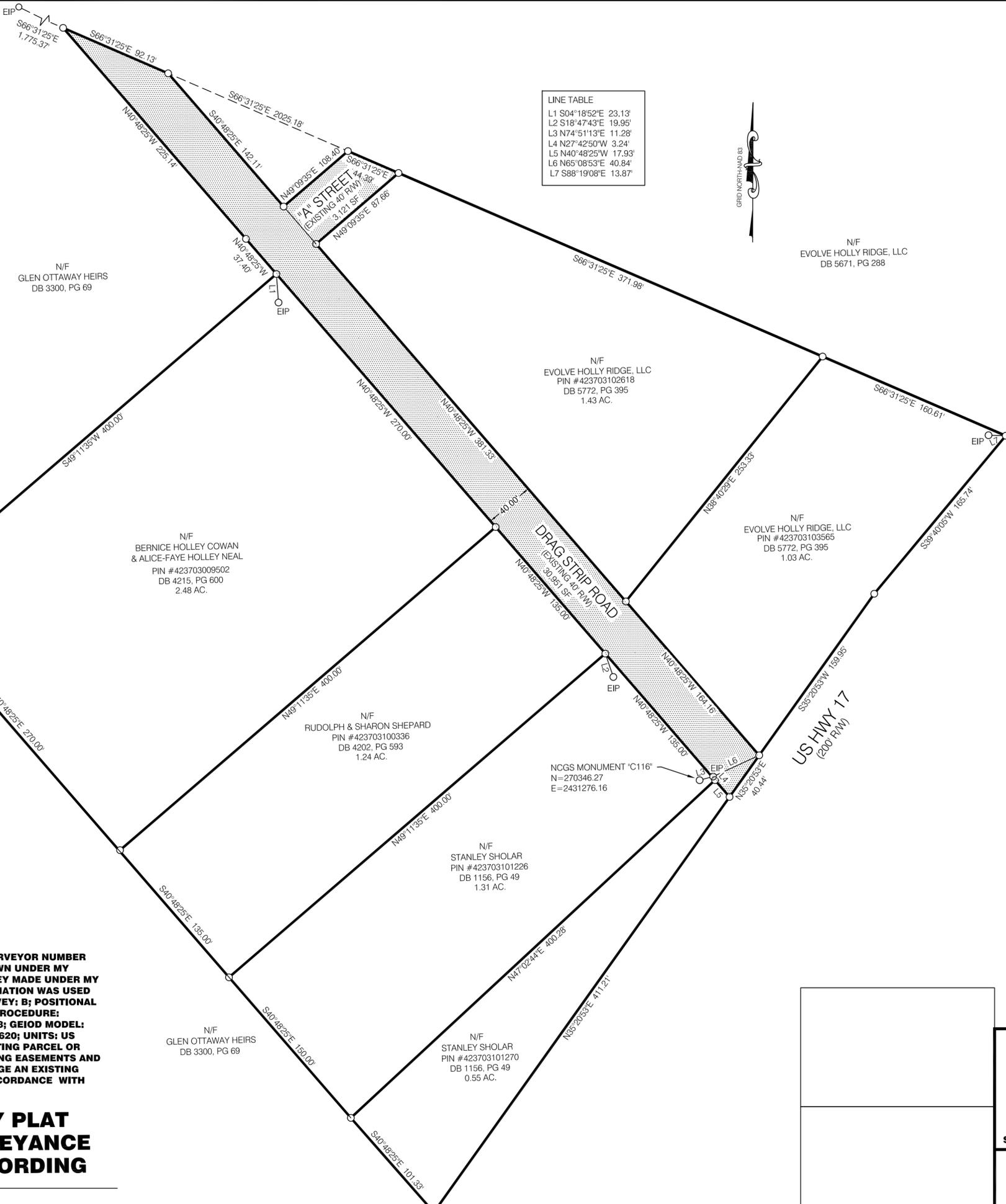
1. That the Special Counsel to the Town of Holly Ridge is authorized to proceed on behalf of the Town of Holly Ridge to condemn the interests in the property as indicated on the survey attached hereto and incorporated herein by reference.
2. That the purpose for which the properties are being acquired is to construct a Town maintained roadway to provide the main access to Camp Davis Industrial Park, Phase's III and IV, help to attract larger commercial tenants to the 14 acres along Highway 17 at the apartments, provide UPS with a lighted intersection for their estimated 500 trips per day, open a large portion of private property for development, and for any other public purpose authorized by law.
3. That the Town Council approves the expenditure in the amount of \$27,375 which was determined to be fair market value from line item 10-999-24-0 Phase II Engineering and General Expenses and authorize these funds to be deposited with the Clerk of Court during the filing.
4. That the Special Counsel to the Town of Holly Ridge is hereby authorized and directed to institute the necessary proceedings, pursuant to Chapter 40A of the General Statutes of the State of North Carolina, to effectuate the acquisition of the interest in the property hereinabove mentioned and the attorneys for the Town of Holly Ridge are hereby authorized on behalf of the Town of Holly Ridge to give or receive such notice or notices as may by law be required.

Adopted this 12th, day of September 2023.

ATTEST:

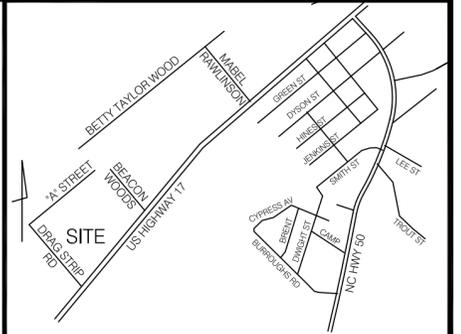
Jeff Wenzel, Mayor

Tracy Martin, Deputy Clerk



LINE TABLE

L1	S04°18'52"E	23.13'
L2	S18°47'43"E	19.95'
L3	N74°51'13"E	11.28'
L4	N27°42'50"W	3.24'
L5	N40°48'25"W	17.93'
L6	N65°08'53"E	40.84'
L7	S88°19'08"E	13.87'



VICINITY MAP (NTS)

- NOTES:
1. THIS PROPERTY IS SUBJECT TO RESTRICTIVE COVENANTS, UNDERGROUND UTILITIES, IF ANY.
 2. NO TITLE SEARCH BY SURVEYOR.
 3. AREA BY COORDINATE METHOD.
 4. THIS SUBJECT PROPERTY IS NOT IN A FLOOD HAZARD AREA. COMMUNITY PANEL #3720-423700-K EFFECTIVE DATE: 6-2-2021
 5. REFERENCES: DB 5772, PG 395; DB 1156, PG 49; DB 4202, PG 593; DB 4215, PG 600; DB 5671, PG 288; MB 20, PG 6;
 7. FIELD WORK COMPLETED 6-13-23
 8. THE PURPOSE OF THIS SURVEY IS TO CONVEY THE EXISTING RIGHTS-OF-WAY OF DRAG STRIP ROAD AND *A' STREET

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON IS AN EXEMPTION TO THE SUBDIVISION REGULATIONS OF THE TOWN OF HOLLY RIDGE, NORTH CAROLINA, AND THAT THIS PLAT HAS BEEN APPROVED BY THE HOLLY RIDGE PLANNING DEPARTMENT FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF ONSLOW COUNTY.

DATE _____ SUBDIVISION ADMINISTRATOR _____

STATE OF NORTH CAROLINA, ONSLOW COUNTY

I, _____, REVIEW OFFICER OF ONSLOW COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE _____ REVIEW OFFICER _____



EXISTING RIGHT-OF-WAY SURVEY FOR TOWN OF HOLLY RIDGE

STREETS KNOW AS DRAG STRIP ROAD AND *A' STREET
 STUMP SOUND TOWNSHIP
 ONSLOW COUNTY
 HOLLY RIDGE, NC

SCALE: 1" = 60' SEPTEMBER 7, 2023

WESTON LYALL, PE, PLS, PLLC
 214 HIGHWAY 17N SUITE 1
 HOLLY RIDGE, NC 28445
 PHONE: 910-329-9961 FIRM LICENSE #P-0937
 STRUCTURAL & CIVIL ENGINEERING & LAND SURVEYING

- LEGEND -
- SIR - 1/2" Set Iron Rod
 - EIP - Existing Iron Pipe
 - ECM - Existing Concrete Monument
 - EIR - Existing Iron Rod
 - CP - Calculated Point
 - R/W - Right-of-Way
 - MBL - Minimum Building Line
 - DB - Deed Book
 - MB - Map Book
 - PG - Page
 - PP - Powerpole
 - WV - Water Valve
 - MH - Sewer Manhole
 - EB - Electrical Box
 - TB - Telephone Box
- Property Line Surveyed
 - - - Property Line Not Surveyed

NORTH CAROLINA ONSLOW COUNTY

I, **WESTON LYALL**, PROFESSIONAL LAND SURVEYOR NUMBER L-4438, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY: CLASS OF SURVEY: B; POSITIONAL ACCURACY: 500 RMS; TYPE OF GPS FIELD PROCEDURE: VRSRTKGPS; DATUM: NAD83 "2007", NAVD88; GEIOD MODEL: GEOID 03; COMBINED GRID FACTOR: 0.9999620; UNITS: US SURVEY FEET. THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

PRELIMINARY PLAT NOT FOR CONVEYANCE SALES OR RECORDING

WESTON LYALL
 REGISTRATION NUMBER L-4438

Based on the research and analysis performed in conjunction with this appraisal, the opinion of value(s) concluded for the subject property are as follows:

MARKET VALUE CONCLUSIONS			
VALUATION SCENARIO	INTEREST APPRAISED	EFFECTIVE DATE	VALUE
Market Value (Before)	Fee Simple Interest	October 1, 2023	\$2,953,375
Market Value (After)	Fee Simple Interest	October 1, 2023	\$2,926,000
Difference	Fee Simple Interest	October 1, 2023	\$27,375

EXTRAORDINARY ASSUMPTIONS

The following Extraordinary Assumption(s) were included in this report.

1. The property size has been estimated using County GIS and a survey of the area to be acquired. This report contains the Extraordinary Assumption that the land size is accurate.

HYPOTHETICAL CONDITIONS

1. The acquisition (the taking) has not occurred as of the valuation date of this report. Therefore, in the analysis of the property in the *after* condition, this report makes the Hypothetical Condition that the acquisition has occurred.

If there are any specific questions or concerns regarding the attached appraisal report, or if we can be of additional assistance, please contact our office.

Respectfully Submitted,

JC Morgan Company



Jack C. (Cal) Morgan III, MAI, SRA, AI-GRS
Certified General Real Estate Appraiser
North Carolina License No. A6988
Expiration Date 6/30/2024
910-256-2920
cal@jcmorganco.com



Town Council Regular Meeting Agenda

Agenda Item:	9-A
Date:	09/12/2023

Subject: Discussion and Possible Approval of a Contract to Replace the Municipal Ballfield Lights

Issue Statement

The 2023-2024 Fiscal Year Budget was approved for \$20,000 to replace the lights at the ballfield. However, after speaking with multiple vendors this quote was based on replacing only the lights and would not correct the issue at hand.

The attached quotes include repairs to the piping, replacing the breakers, replacing the fixtures to LED, as well as covering the cost of labor for an “unlimited license” contractor due to the scope of work.

Staff are requesting the Town Council to approve a budget amendment for the additional \$160,000 to be added to the Parks and Recreation Capital Improvements Line 10-620-74-0.

This has been proven to be a community need, as well as a safety hazard. The fields have been rented for Monday – Thursday evenings from September through November, and in the current state, only half of the lights stay on for the duration of a rental. It is the only rentable field in the area with lights and has brought in many teams for practices and games that highlight not only our department, but the Town of Holly Ridge as a whole.

Action Needed

Discussion

Recommendation

For Discussion and Possible Action.

Attachments:

- A. Emailed Quote for Replacement of Ballfield Lights
- B. Engineered Lighting System Design Specifications

- C. Project Summary
- D. Picture of Hoggard's Baseball Fixtures
- E. Light Structure System

From: [Audrey Madia](#)
To: [Heather Reynolds](#)
Subject: Coastal Electric - Ballfield Light Quote \$180,000
Date: Friday, September 8, 2023 4:33:07 PM
Attachments: [Holly Ridge - Baseball Field 8-18-2023.pdf](#)

From: Scott Moore <scott@coastalelectric.one>
Sent: Monday, August 21, 2023 6:08:53 PM
To: Mike McFann <publicworks@hollyridgenc.org>
Subject: Ball Park

Hey Mike,

Here is the lighting plan for the ball park. We can replace all the lights, make the repairs to the piping on the poles and replace the breakers. You are looking at \$180,000. If this sounds satisfactory I can get the contract drawn up and sent over. Thanks and if you have any questions don't hesitate to call.

Sent from my iPhone

Municipal Park Ballfield

Holly Ridge, NC

Lighting System

Pole / Fixture Summary						
Pole ID	Pole Height	Mtg Height	Fixture Qty	Luminaire Type	Load	Circuit
A1-A2	60'	60'	3	TLC-LED-550	1.62 kW	A
		16'	1	TLC-BT-575	0.58 kW	A
B1-B2	70'	70'	2	TLC-LED-1200	2.34 kW	A
		70'	3	TLC-LED-900	2.64 kW	A
		16'	1	TLC-BT-575	0.58 kW	A
C1-C2	60'	60'	4	TLC-LED-900	3.52 kW	A
		16'	2	TLC-BT-575	1.15 kW	A
6			32		24.84 kW	

Circuit Summary			
Circuit	Description	Load	Fixture Qty
A	Ballfield	24.84 kW	32

Fixture Type Summary							
Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-900	LED 5700K - 75 CRI	880W	104,000	>120,000	>120,000	>120,000	14
TLC-LED-550	LED 5700K - 75 CRI	540W	67,000	>120,000	>120,000	>120,000	6
TLC-BT-575	LED 5700K - 75 CRI	575W	52,000	>120,000	>120,000	>120,000	8
TLC-LED-1200	LED 5700K - 75 CRI	1170W	150,000	>120,000	>120,000	>120,000	4

Single Luminaire Amperage Draw Chart								
Driver (.90 min power factor)	Max Line Amperage Per Luminaire							
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)	
TLC-LED-900	5.2	4.9	4.5	3.9	3.1	2.9	2.3	
TLC-LED-550	3.2	3.0	2.8	2.4	1.9	1.8	1.4	
TLC-BT-575	3.4	3.2	2.9	2.5	2.0	1.8	1.5	
TLC-LED-1200	6.9	6.5	6.0	5.2	4.2	3.8	3.0	

Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Ballfield (Infield)	Horizontal Illuminance	30.8	24	38	1.59	1.28	A	32
Ballfield (Outfield)	Horizontal Illuminance	21.6	16	30	1.95	1.35	A	32

From Hometown to Professional



Municipal Park Ballfield

Holly Ridge, NC

EQUIPMENT LIST FOR AREAS SHOWN									
Pole				Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS	
2	A1-A2	60'	-	15.5'	TLC-BT-575	1	1	0	
				60'	TLC-LED-550	3	3	0	
2	B1-B2	70'	-	70'	TLC-LED-1200	2	2	0	
				15.5'	TLC-BT-575	1	1	0	
				70'	TLC-LED-900	3	3	0	
2	C1-C2	60'	-	15.5'	TLC-BT-575	2	2	0	
				60'	TLC-LED-900	4	4	0	
6	TOTALS					32	32	0	

GRID SUMMARY	
Name:	Ballfield
Size:	Irregular 300' / 315' / 300'
Spacing:	20.0' x 20.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY		
MAINTAINED HORIZONTAL FOOTCANDLES		
	Infield	Outfield
Guaranteed Average:	30	20
Scan Average:	30.81	21.56
Maximum:	38	30
Minimum:	24	16
Avg / Min:	1.29	1.38
Guaranteed Max / Min:	2.5	3
Max / Min:	1.59	1.95
UG (adjacent pts):	1.26	1.47
CU:	0.67	
No. of Points:	25	187
LUMINAIRE INFORMATION		
Applied Circuits:	A	
No. of Luminaires:	32	
Total Load:	24.84 kW	

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) Ⓢ dimensions are relative to 0,0 reference point(s) ⊗



Municipal Park Ballfield

Holly Ridge, NC

EQUIPMENT LAYOUT

INCLUDES:

· Ballfield

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

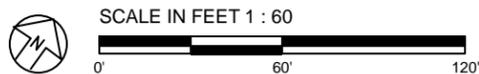
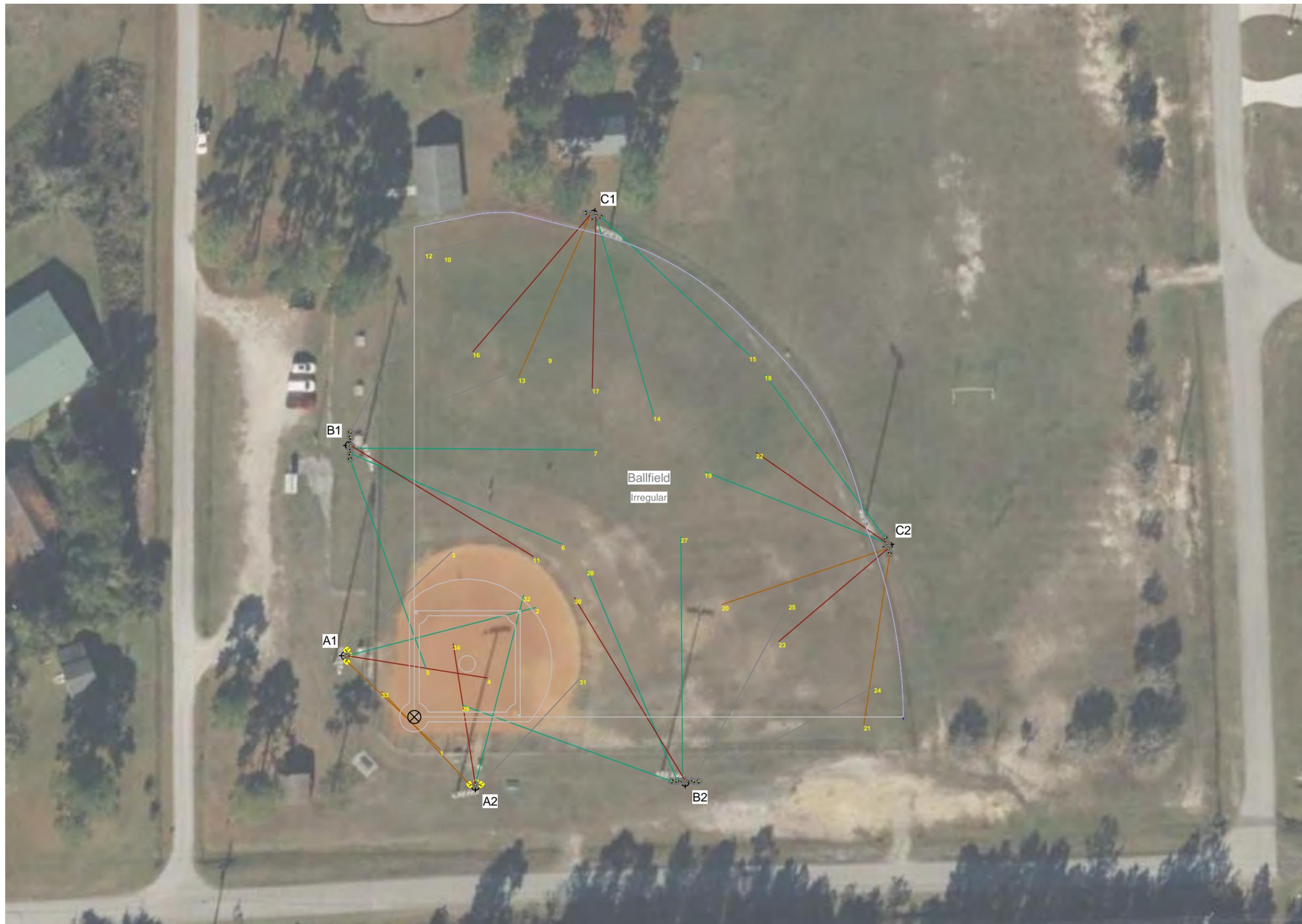
Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

EQUIPMENT LIST FOR AREAS SHOWN

QTY	LOCATION	Pole		Luminaires		
		CLASS	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE
2	A1-A2	LSS60AA	-	15.5'	TLC-BT-575	1
				60'	TLC-LED-550	3
2	B1-B2	LSS70B	-	70'	TLC-LED-1200	2
				15.5'	TLC-BT-575	1
				70'	TLC-LED-900	3
2	C1-C2	LSS60AA	-	15.5'	TLC-BT-575	2
				60'	TLC-LED-900	4
6	TOTALS					32

SINGLE LUMINAIRE AMPERAGE DRAW CHART

Driver (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-900	5.2	4.9	4.5	3.9	3.1	2.9	2.3
TLC-LED-550	3.2	3.0	2.8	2.4	1.9	1.8	1.4
TLC-BT-575	3.4	3.2	2.9	2.5	2.0	1.8	1.5
TLC-LED-1200	6.9	6.5	6.0	5.2	4.2	3.8	3.0



Pole location(s) ⚡ dimensions are relative to 0,0 reference point(s) ⊗



We Make It Happen.

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PROJECT SUMMARY

Project: Holly Ridge - Baseball Field

Quote No.:

Designed By:

Date Created: 8-18-2023

Sales Agent: SESCO Lighting



Triton™ G2
300W/400W/500W
Weight: 33 lbs.
EPA: 1.42 ft²

Triton™ G2
750W/1250W
Weight: 62 lbs.
EPA: 2.08 ft²

Nova™ G2
400W/500W/600W
Weight: 43 lbs.
EPA: 1.90 ft²

Nova™ G2
800W/1000W/1200W
Weight: 77 lbs.
EPA: 3.60 ft²

Luminaire Summary	
Color/CRI/NEMA:	5700K – 70CRI – NEMA 4, 5
Luminaire Output:	94362~99272 Lumens
Total Load:	21.23 kW
No. of Luminaire:	28
LED Lifetime:	L70>100,000 hours
Electrical Load:	Refer to Amperage Draw Chart in product spec sheet.
Aiming/Installation:	Results ± 3% nominal voltage at line side of driver & structures located within 3ft of layout locations.
Measurement:	Illuminance (FC) are measured at a 1m (3ft) elevation within PPA (Primary Playing Area).
Illumination Performance:	LLF is 0.93 includes the dirt depreciation factor, illumination level guaranteed minimum 10 year & up to 25 years based on usage. *Refer to Warranty Letter.
Spill Reading:	Spill reading listed do not account for any foliage or obstructions.

THIS DESIGN WAS DONE IN ACCORDANCE WITH ILLUMINATION SOCIETY OR NORTH AMERICA STANDARDS

MAINTAINED

GUARANTEE IS BASED ON PROPER INSTALLATION, MINIMUM INPUT VOLTAGE +/- 3 FEET, AND POLES PLACED WITHIN 4 FEET OF SPECIFIED LOCATIONS, POLES TO COMPLY WITH CURRENT ASSHTO STANDARDS.

THIS IS PRINT IS FOR PROPOSAL USE ONLY AND IS NOT TO BE USED FOR PRODUCTION.

Illumination Calculation Summary (Primary Playing Area)								
Symbol	Qty	Label	Arrangement	Total Lamp Lumens	LLF	Description	Lum. Watts	Total Watts
	4	SPL2-750-57-H-D-5	SINGLE	94362	0.930	750W 60D 5700K	773.583	3094.332
	7	SPL2-750-57-H-D-4 40D	SINGLE	95215	0.930	750W 40D 5700K	747.992	5235.944
	17	SPL2-750-57-H-D-4 25D	SINGLE	99272	0.930	750W 25D 5700K	759	12903

Calculation Summary (Primary Playing Area)												
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	CV	UG	PtSpcLr	PtSpcTb	Grid Z
Infield	Illuminance	Fc	32.28	36.8	26.8	1.20	1.37	0.09	1.37	20	20	3
Outfield	Illuminance	Fc	20.75	28.4	15.2	1.37	1.87	0.14	1.57	20	20	3



Recreation Areas to Professional Locales



Game-Changing Performance & Reliability

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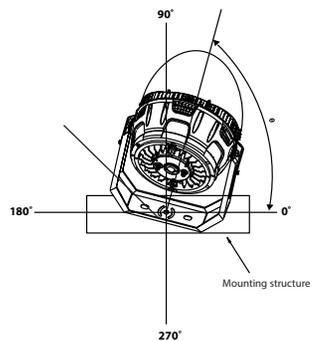
File# 08182023 9601 Variel Ave. Chatsworth, CA 91311 818-206-4404 www.tgssports.com

ILLUMINATION SUMMARY

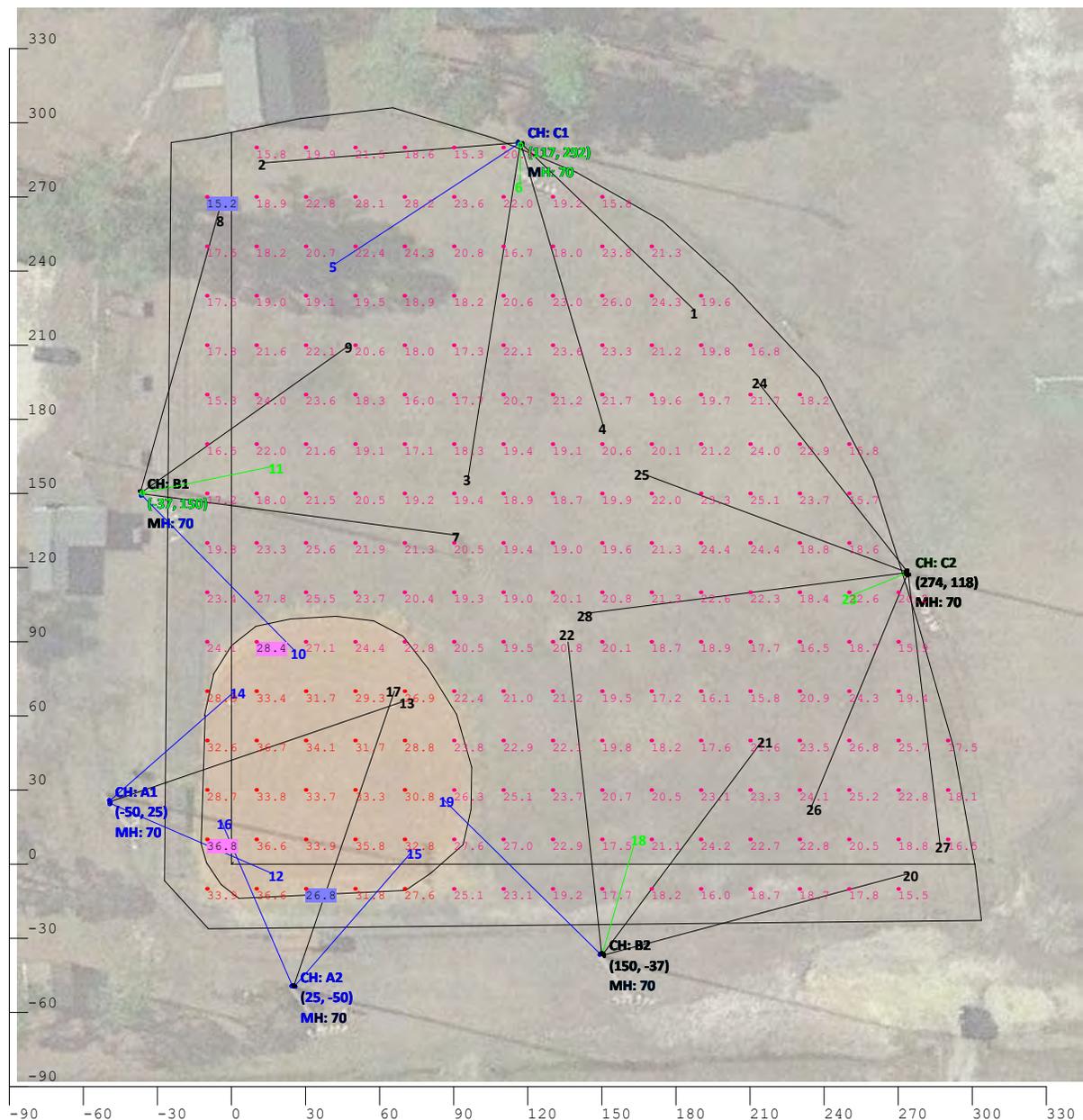
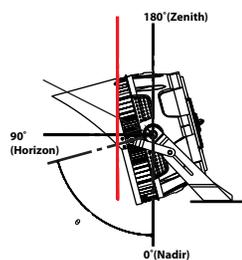
Pole/Luminaires/Bracket Summary		
Pole	# Lums	Bracket
A1	3	X
A2	3	X
B1	5	X
B2	5	X
C1	6	X
C2	6	X

Luminaire Location Summary									
LumNo	Label	X	Y	Z	Orient	Tilt	X-Aimpt	Y-Aimpt	Z-Aimpt
1	SPL2-750-57-H-D-4-25D	117	292	70	316.116	54.277	187.873	223.835	0
2	SPL2-750-57-H-D-4-25D	117	292	70	184.509	55.951	12.737	283.777	0
3	SPL2-750-57-H-D-4-25D	117	292	70	261.121	62.843	95.784	156.192	0
4	SPL2-750-57-H-D-4-25D	117	292	70	286.328	59.509	150.703	176.954	0
5	SPL2-750-57-H-D-4-40D	117	292	70	213.216	51.877	41.536	242.588	0
6	SPL2-750-57-H-D-5	117	292	70	269.605	13.081	116.881	274.736	0
7	SPL2-750-57-H-D-4-25D	-37	150	70	352.498	61.428	91.432	133.086	0
8	SPL2-750-57-H-D-4-25D	-37	150	70	74.408	59.848	-4.341	267.034	0
9	SPL2-750-57-H-D-4-25D	-37	150	70	35.297	55.805	47.899	210.106	0
10	SPL2-750-57-H-D-4-40D	-37	150	70	314.549	51.753	26	86	0
11	SPL2-750-57-H-D-5	-37	150	70	11.514	37.704	17	161	0
12	SPL2-750-57-H-D-4-40D	-50	25	70	336.595	45.81	17	-4	0
13	SPL2-750-57-H-D-4-25D	-50	25	70	18.864	60.909	70	66	0
14	SPL2-750-57-H-D-4-40D	-50	25	70	41.189	43.885	1.419	69.997	0
15	SPL2-750-57-H-D-4-40D	25	-50	70	48.888	45.807	73	5	0
16	SPL2-750-57-H-D-4-40D	25	-50	70	113.405	45.81	-4	17	0
17	SPL2-750-57-H-D-4-25D	25	-50	70	71.136	60.909	66	70	0
18	SPL2-750-57-H-D-5	150	-37	70	73.848	34.704	163.764	10.525	0
19	SPL2-750-57-H-D-4-40D	150	-37	70	135.451	51.753	86	26	0
20	SPL2-750-57-H-D-4-25D	150	-37	70	14.964	61.192	273.935	-3.875	0
21	SPL2-750-57-H-D-4-25D	150	-37	70	53.248	56.961	214.998	50.038	0
22	SPL2-750-57-H-D-4-25D	150	-37	70	96.161	61.066	136.304	89.888	0
23	SPL2-750-57-H-D-5	274	118	70	201.982	20.227	249.155	107.971	0
24	SPL2-750-57-H-D-4-25D	274	118	70	128.285	54.382	212.842	195.48	0
25	SPL2-750-57-H-D-4-25D	274	118	70	159.583	58.715	165.102	158.536	0
26	SPL2-750-57-H-D-4-25D	274	118	70	247.573	55.504	234.756	22.915	0
27	SPL2-750-57-H-D-4-25D	274	118	70	276.728	57.509	286.995	7.846	0
28	SPL2-750-57-H-D-4-25D	274	118	70	187.221	62.074	141.996	101.274	0

Orientation
Pre-aiming base on modulo positioning

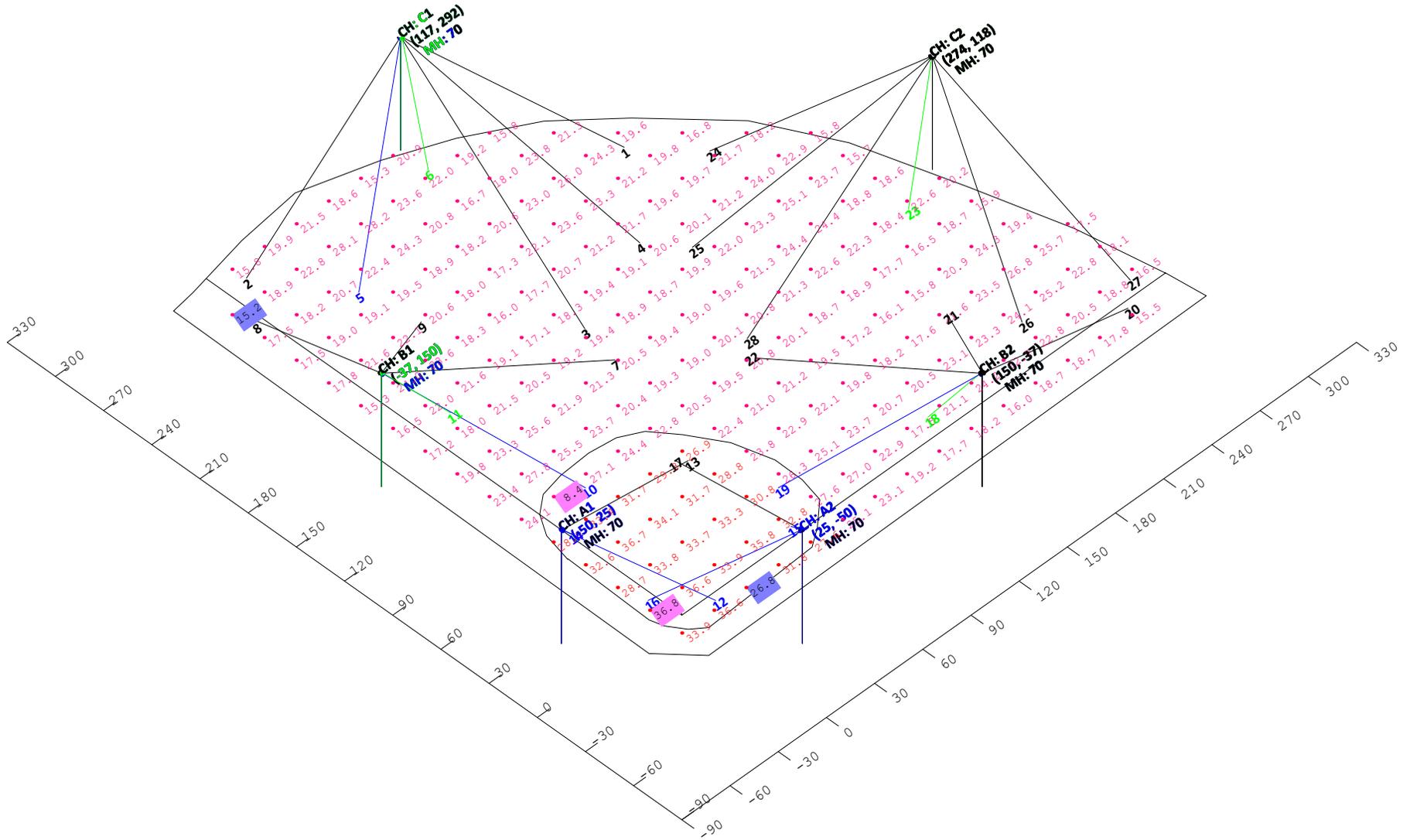


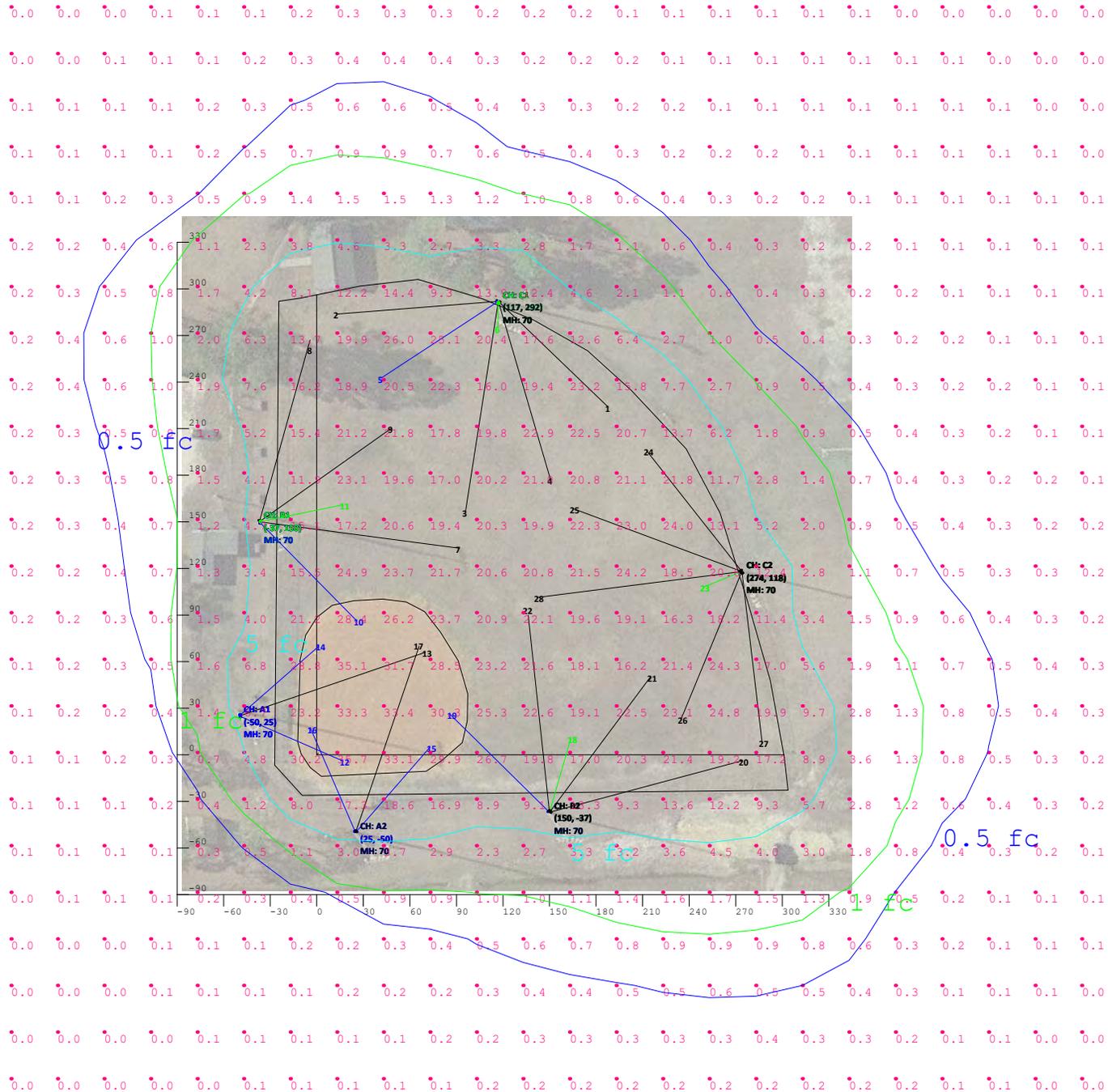
Tilt



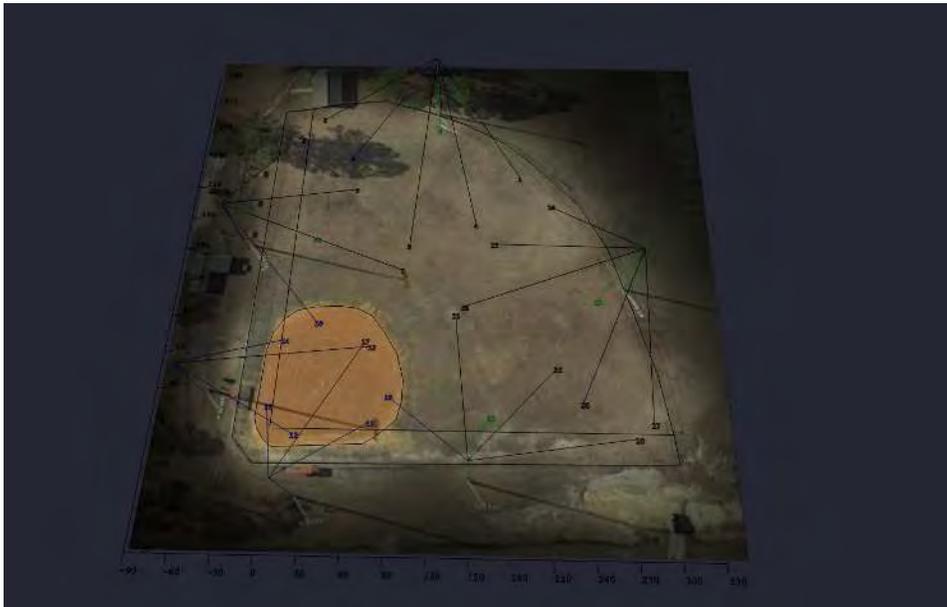
Mounting Height: 70ft (Above Grade)

Orient values shown in TGS Installation layout are based on 0° being Plan East. Plan East means 0° is heading to the right side of layout drawing as you hold it in front of you, which is not necessarily geodetic or True East.

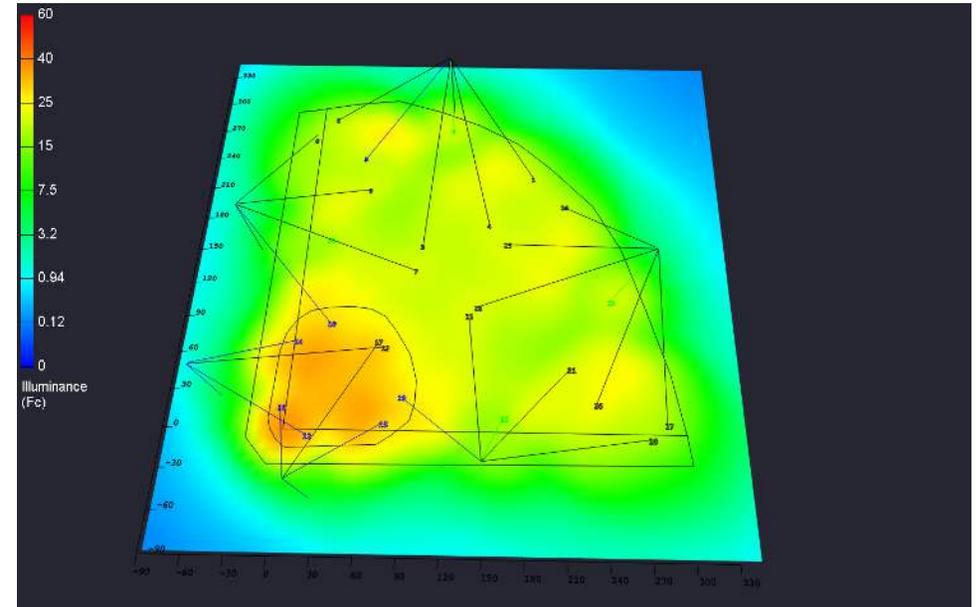




3D Rendering



Color Rendering





Home of SPIKE CORNER FIELD

HOGGARD BASEBALL

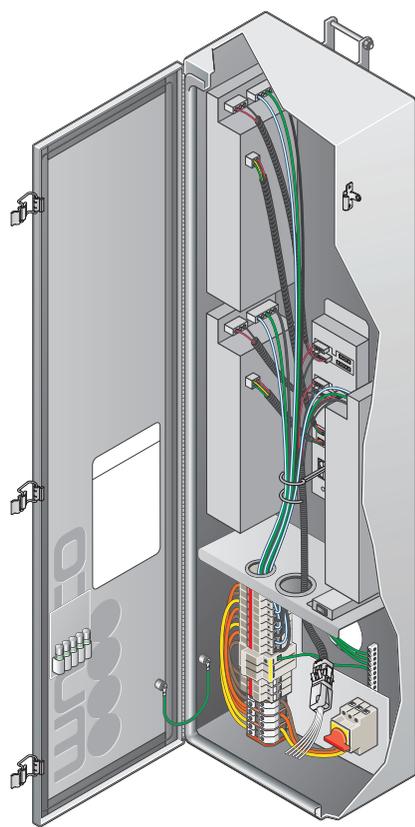
VIKE TOWN

Light-Structure System™

LED Light Source

5 Easy Pieces™

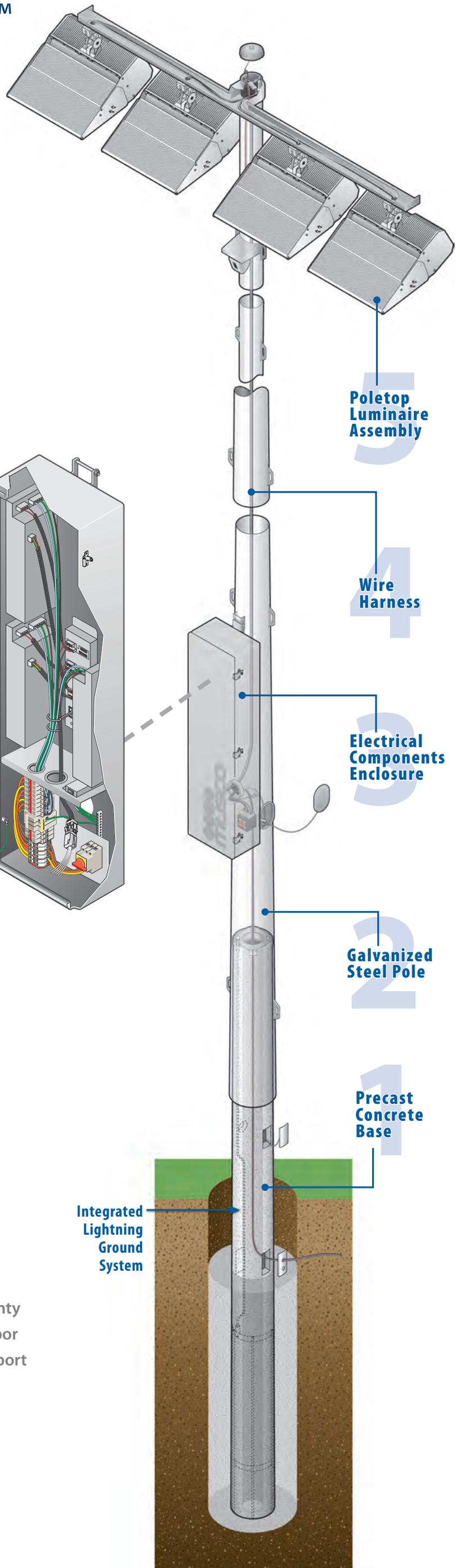
Complete System from
Foundation to Poletop



All components designed to work together . . .
factory built, wired, aimed, and tested
to assure reliable, trouble-free operation

Covered by a 25-year product assurance and warranty
program with guaranteed light levels, parts and labor
for maintenance, system monitoring, and 24/7 support
from Control-Link Central™

For your
BUDGET,
for the
ENVIRONMENT.





Town Council Regular Meeting Agenda

Agenda Item:	9-B
Date:	09/12/2023

Subject: Discussion and Possible Approval to Create Line Items in the General Fund on the Revenue and Expenditure Side for the Busy Bee Committee in the amount of \$17,464.71.

Issue Statement

The Busy Bee Committee held their first meeting and discussed multiple ways to raise money for the festival, promotional materials, and educational materials. Included within these discussions were the prospects of grants. Kimmee Frankenfield, Grants Administrator informed the Committee of several opportunities for various grants. To date, Kimmee has submitted grant requests to Duke Energy for approximately \$17,464 and is working on a grant application with Burts Bees Greater Good Foundation with an average award of \$8400.

The Committee and staff are working very diligently through the tasks associated with Bee Fest 2024, creating a sponsorship program, and marketing. If an effort to prepare for what we hope are favorable results with the grants and sponsorships, staff is requesting two line-items be added to the General Fund for the Bee Committee on both the revenue and expense sides.

The funds on the expense side will not be dispersed until funds on the revenue side are received. For tracking purposes, having the line items added for the Bee Committee will ensure the funds collected are accurately tracked and kept separate from other Special Event line-items.

Action Needed

Discussion

Recommendation

For Discussion and Possible Action.

Attachments:

- A. Letter of Interest for Duke Energy Grant
- B. Duke Energy Grant Recommended Budget Worksheet
- C. Burts Bees Greater Good Foundation Form 990

Sherry Moore
Duke Energy Foundation

Dear Ms. Moore,

Thank you for reading this letter of inquiry about the climate resiliency-focused philanthropy from the Duke Energy Foundation. We hope to determine your interest in receiving a full proposal to support The Town of Holly Ridge's Bee Festival. We are respectfully requesting your consideration of a grant of \$17,464.71 to further the biodiversity of plant and animal species in our municipality.

Our town recently applied to become a certified Bee City USA. The Xerces Society's Bee City USA pollinator conservation program is based on four principles: plant native plants that bloom throughout the growing season, reduce or eliminate pesticide usage, protect natural nesting sites for bees, and spread the word.

We have established a standing Bee City committee for the town, and we are drafting a memorandum of understanding committing to conservation measures, including the implementation of a pollinator-friendly habitat with native species and adoption of an integrated pest management plan that guides pesticide usage. This program fits squarely within your Foundation's areas of interest: community revitalization, thriving natural environments in a county with a Tier 1 distress ranking, and improving climate resiliency by promoting biodiversity of plant and animal species.

In order to publicize our pollinator conservation efforts and our participation in "No Mow May," we are hosting a Bee Festival on April 27, 2024. This festival will be free and open to the public and will focus on disseminating information about community efforts to protect the pollinators. Your investment of \$17,464.71 will cover 15 million native NC wildflower seeds to distribute and plant in the community, printing yard signs to publicize "no mow may" and "excuse our weeds, we're feeding the bees," and educational information for local schools and community members, as well as essential rental items for our festival. An outline of the cost breakdown can be found below.

The total estimated cost of our Bee City USA designation for one year is \$35,000. We have \$5,000 budgeted for this already; however, your contribution will allow us to greatly increase our visibility and education efforts to improve biodiversity in our community.

We look forward to partnering with the Duke Energy Foundation on this exciting project!

If you have any questions or would like to receive a full proposal, please feel free to contact me at 910-329-7081 x217, or by email at grants@hollyridgenc.org.

We sincerely appreciate your consideration of our request and look forward to hearing from you soon.

Sincerely,

Kimberly Frankenfield
Grants Administrator
Town of Holly Ridge

Item	Quantity	Cost	Total	Category
5 lbs of seeds - native NC pollinator plants	5	\$194.99	\$974.95	Gardens
shipping seeds	1	\$21.99	\$21.99	Gardens
plantable promos	500	\$0.67	\$335.00	Gardens
Yard signs + shipping	500	\$8.42	\$4,210.12	Education
Xerces society signs - English & Spanish	8	\$63.00	\$504.00	Education
brochures & VistaPrint promo items	2000	\$2.10	\$4,196.25	Education
school curriculum	2	\$175.00	\$350.00	Education
Modern Sound & Stage	1	\$3,500.00	\$3,500.00	Festival
TNT Port-a-johns	1	\$1,425.00	\$1,425.00	Festival
L&L tent rentals	4	\$486.85	\$1,947.40	Festival
			\$17,464.71	

PROGRAM/PROJECT BUDGET

THIS IS THE PREFERRED BUDGET FORM. IF AN ALTERNATE FORM IS USED, PLEASE BE SURE TO INCLUDE ALL INCOME AND EXPENSE ITEMS. AMOUNTS SHOULD MATCH THE FUNDING OUTLINED ON THE GRANT APPLICATION.

Enter your organization's name here:

Town of Holly Ridge

Total Program/Project Amount:

35,465

Total Amount Requested:

17,464.71

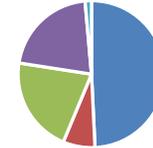


Please enter the income and expenses related to the program/project for which you are requesting funding.

INCOME: Please enter other Funding Sources for this Program/Project. Be specific. If funding is pending, note expected notification date.

Funding Sources (including in-kind donations)	Amount Requested/Received	Status of Funding (Pending or Committed?)	Explanation
Duke Energy Foundation grant	17,464.71	Pending	
Elite golf cart rentals	\$2,500	pending	in-kind donation
Evolve	\$7,500	pending	
Lewis Realty	\$7,500	pending	
Atlantic Seafood	\$500	pending	
Total Income	\$ 35,465	\$ -	

Sponsors



- Duke Energy Foundation grant
- Elite golf cart rentals
- Evolve
- Lewis Realty
- Atlantic Seafood

EXPENSES: Please itemize expenses for the total program/project amount, listing the total cost of each item and the amount requested from Duke Energy grant program.

Expense Items <i>Specify items. Do not categorize.</i>	Item Cost	Amount Requested from Duke Energy grant program	Explanatory Notes (Optional)
5 lbs of seeds - native NC pollinator plants	\$974.95	\$974.95	
shipping seeds	\$21.99	\$21.99	
plantable promos	\$335.00	\$335.00	
Yard signs + shipping	\$4,210.12	\$4,210.12	
Xerces society signs - English & Spanish	\$504.00	\$504.00	
brochures & VistaPrint promo items	\$4,196.25	\$4,196.25	
school curriculum	\$350.00	\$350.00	
Modern Sound & Stage	\$3,500.00	\$3,500.00	
TNT Port-a-johns	\$1,425.00	\$1,425.00	
L&L tent rentals	\$1,947.40	\$1,947.40	
Port City Shakedown	\$3,000.00	\$0.00	live music for festival
golf cart rentals	\$2,500.00	\$0.00	from Elite
maintenance crew	\$8,000.00	\$0.00	
staff overtime	\$4,500.00	\$0.00	
Total Expenses	\$35,464.71	\$0.00	

The Burts Bees Greater Good Foundation

instrumentl

FUNDER

[View live page](#)

CONTENTS

- Key Financial Stats
- Grant Amounts
- Past Grantees
- Giving by NTEE Code
- 990 Forms as PDFs
- Key People
- Overview
- Contact Information
- Openness to New Grantees

♥ Saved to tracker

+ Add New



When you save opportunities from this funder, you'll find them here.

Based on most recent IRS 990 filing (2022)

[Questions about this data?](#)

Overview

Total assets	\$371,327	Total giving	\$340,949
Average grant amount	\$13,637	Median grant amount	\$8,400

990 Forms as PDFs

[2022](#), [2021](#), [2020](#), [2019](#), [2018](#), [2017](#), [2016](#), [2015](#), [2014](#), [2013](#), [2012](#), [2011](#), [2010](#), [2009](#)

Contact Information

EIN	260143643	Phone	800-839-1754
Address	Foundation Source 501 Silverside Rd, Wilmington, DE 198091377	Website	N/A

Key People

Title	Name
Dir, Pres	Paula Alexander
Dir, Vp, Treas	Matt Kopac

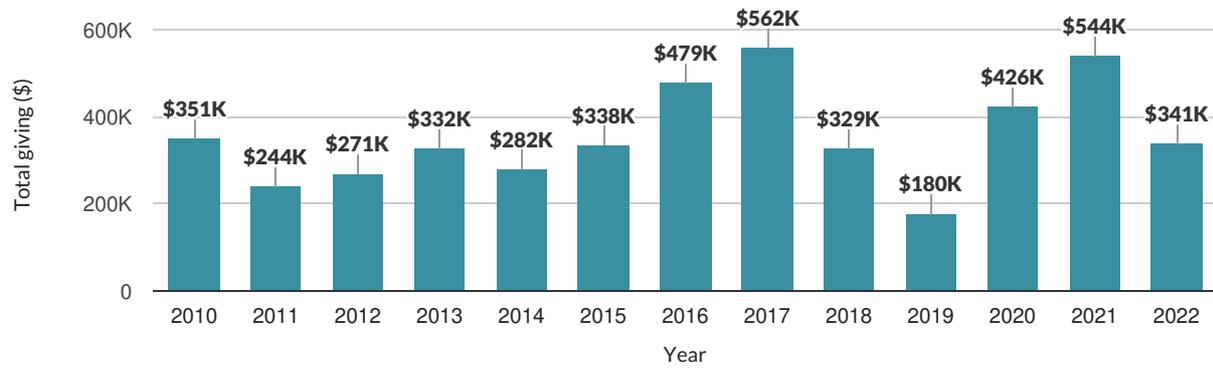
Key Financial Stats

Giving

Giving Average & Median 

Number of grants

Assets



Grant Amounts



Snapshot

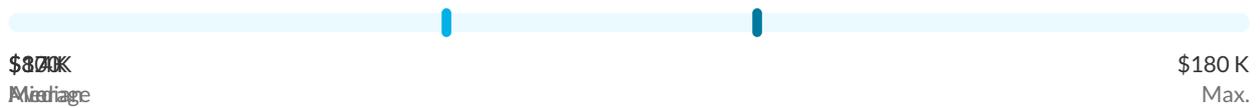
2022 2021 2020 2019 2018 2017 2016 2015 2014 2013 2012
2011 2010

Grant Range

There were **77 awards** in **the past 3 years**. What is the range of grants awarded?

Median

\$8,400



Grant Sizes

In **the past 3 years**, how much have awardees typically received?



Past Grantees

All-time

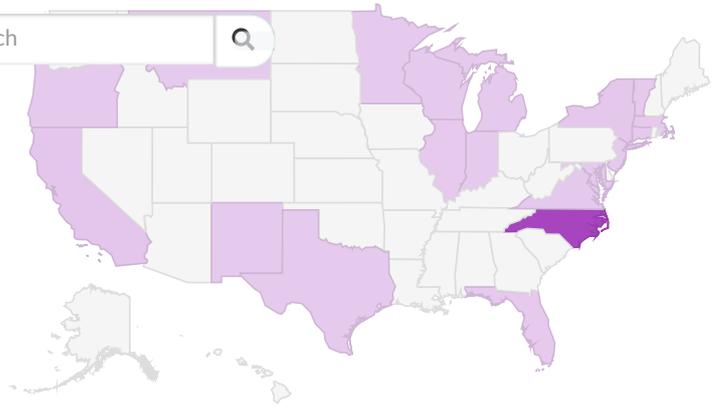


2022 2021 2020 2019 2018 2017 2016 2015 2014 2013
2012 2011 2010

There were **446 awards** in **the past 13 years of available data**. Who received these awards, and where are they located?

All states ▾

Search



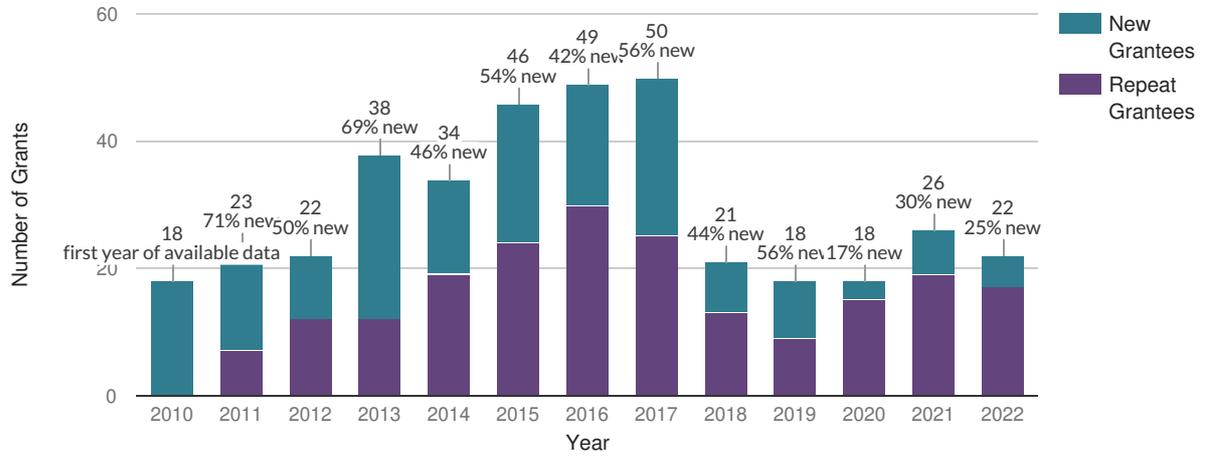
Abundance Foundation Inc	2015	220 LORAX LN BOX 5, PITTSBORO, NC 27312
Abundance Foundation Inc	2015	220 LORAX LN BOX 5, PITTSBORO, NC 27312
Abundance Foundation Inc	2014	220 LORAX LN BOX 5, PITTSBORO, NC 27312
Abundance Foundation Inc	2014	220 LORAX LN BOX 5, PITTSBORO, NC 27312
Ada Jenkins Families And Careers Development Ctr	2015	PO BOX 1842, DAVIDSON, NC 28036

[SHOW MORE RESULTS \(436\)](#)

- Total
Openness to New Grantees Giving



Over the past 3 years, **19%** of awards have gone to new grantees.



- Grant
Openness to New Grantees Amounts



- 2022
 - 2021
 - 2020
 - 2019
 - 2018
 - 2017
 - 2016
 - 2015
 - 2014
 - 2013
 - 2012
 - 2011
- 2010

Grant Range

There were **25 awards** in **2022**. What is the range of grants awarded?

New Grantees

\$1,500

Median



Repeat Grantees

\$1,500

Median



Grant Sizes

How much do awardees typically receive?

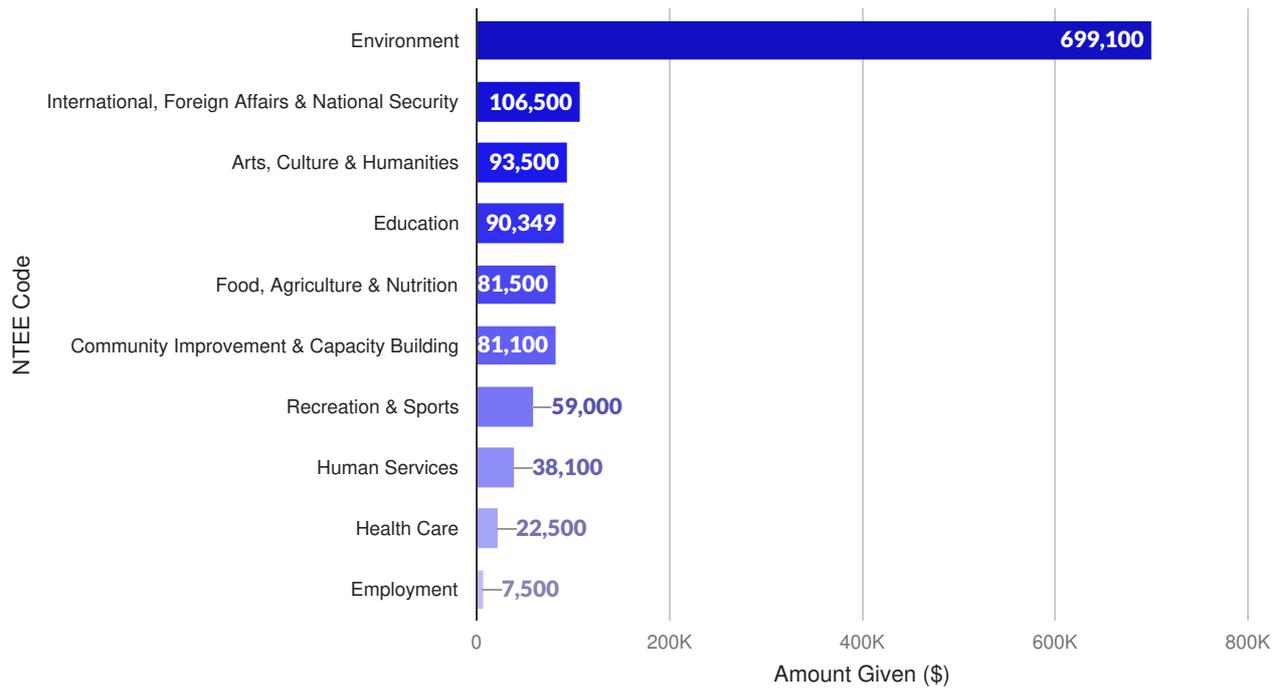


Giving by NTEE Code

- Snapshot
 - 2022
 - 2021
 - 2020
 - 2019
 - 2018
 - 2017
 - 2016
 - 2015
 - 2014
 - 2013
 - 2012
- 2011 2010

In the past 3 years, this funder has given to organizations with these NTEE Codes the most. 

Top 10 NTEE Codes



NTEE Code Details



NTEE CODE	AMOUNT	AVERAGE GRANT	MEDIAN GRANT	TOTAL COUNT
Environment	\$699,100	\$20,000	\$20,000	17
Natural Resources Conservation & Protection	\$436,000	\$180,000	\$17,500	6
Environmental Education	\$405,000	\$180,000	\$180,000	3
Professional Societies & Associations	\$130,500	\$20,000	\$19,000	6
Water Resources, Wetlands Conservation & Management	\$90,000	\$45,000	\$45,000	2
Forest Conservation	\$88,000	\$30,000	\$30,000	3
Research Institutes & Public Policy Analysis	\$85,500	\$20,000	\$19,000	5
Management & Technical Assistance	\$85,500	\$20,000	\$19,000	5
Alliances & Advocacy	\$85,500	\$20,000	\$19,000	5
Environmental Beautification	\$57,100	\$18,000	\$18,100	3
Land Resources Conservation	\$39,000	\$19,000	\$19,000	2

NTEE CODE	AMOUNT	AVERAGE GRANT	MEDIAN GRANT	TOTAL COUNT
Botanical Gardens & Arboreta	\$34,000	\$14,000	\$14,000	2
International, Foreign Affairs & National Security	\$106,500	\$30,000	\$7,500	6
International Agricultural Development	\$105,000	\$30,000	\$30,000	5
Research Institutes & Public Policy Analysis	\$105,000	\$30,000	\$30,000	5
Professional Societies & Associations	\$105,000	\$30,000	\$30,000	5
Management & Technical Assistance	\$105,000	\$30,000	\$30,000	5
Alliances & Advocacy	\$105,000	\$30,000	\$30,000	5
International Development	\$1,500	\$1,500	\$1,500	1
Arts, Culture & Humanities	\$93,500	\$25,000	\$25,000	5
Arts, Culture & Humanities N.E.C.	\$76,000	\$25,000	\$25,000	3
Research Institutes & Public Policy Analysis	\$17,500	\$2,500	\$2,500	2
Professional Societies & Associations	\$17,500	\$2,500	\$2,500	2
Management & Technical Assistance	\$17,500	\$2,500	\$2,500	2
Alliances & Advocacy	\$17,500	\$2,500	\$2,500	2
Natural History & Natural Science Museums	\$15,000	\$15,000	\$15,000	1
Museums	\$2,500	\$2,500	\$2,500	1
Single Organization Support	\$2,500	\$2,500	\$2,500	1
Education	\$90,349	\$7,500	\$7,500	8
Fund Raising & Fund Distribution	\$71,549	\$7,500	\$7,500	5
Libraries	\$18,500	\$1,000	\$1,000	2
Remedial Reading & Encouragement	\$300	\$300	\$300	1
Food, Agriculture & Nutrition	\$81,500	\$7,500	\$7,500	10
Food Programs	\$30,000	\$7,500	\$7,500	5
Food Banks & Pantries	\$26,500	\$7,500	\$7,500	4
Research Institutes & Public Policy Analysis	\$26,500	\$7,500	\$7,500	4
Professional Societies & Associations	\$26,500	\$7,500	\$7,500	4

NTEE CODE	AMOUNT	AVERAGE GRANT	MEDIAN GRANT	TOTAL COUNT
Management & Technical Assistance	\$26,500	\$7,500	\$7,500	4
Alliances & Advocacy	\$26,500	\$7,500	\$7,500	4
Food, Agriculture & Nutrition N.E.C.	\$25,000	\$25,000	\$25,000	1
Community Improvement & Capacity Building	\$81,100	\$7,500	\$9,000	6
Community & Neighborhood Development	\$57,100	\$18,000	\$18,100	3
Community Coalitions	\$24,000	\$7,500	\$7,500	3
Recreation & Sports	\$59,000	\$20,000	\$20,000	3
Parks & Playgrounds	\$59,000	\$20,000	\$20,000	3
Fund Raising & Fund Distribution	\$59,000	\$20,000	\$20,000	3
Human Services	\$38,100	\$7,500	\$7,500	7
Human Service Organizations	\$22,500	\$7,500	\$7,500	3
Human Services N.E.C.	\$15,000	\$2,500	\$5,000	3
Gift Distribution	\$600	\$600	\$600	1
Health Care	\$22,500	\$7,500	\$7,500	3
Community Clinics	\$22,500	\$7,500	\$7,500	3
Employment	\$7,500	\$7,500	\$7,500	1
Employment Preparation & Procurement	\$7,500	\$7,500	\$7,500	1
Religion-Related	\$3,750	\$1,500	\$1,500	3
Christianity	\$2,250	\$750	\$750	2
Roman Catholic	\$1,500	\$1,500	\$1,500	1
Housing & Shelter	\$1,800	\$300	\$300	2
Housing Development, Construction & Management	\$1,800	\$300	\$300	2
Support N.E.C.	\$1,800	\$300	\$300	2
Animal-Related	\$1,500	\$1,500	\$1,500	1
Animal Protection & Welfare	\$1,500	\$1,500	\$1,500	1
Research Institutes & Public Policy Analysis	\$1,500	\$1,500	\$1,500	1
Professional Societies & Associations	\$1,500	\$1,500	\$1,500	1
Management & Technical Assistance	\$1,500	\$1,500	\$1,500	1

NTEE CODE	AMOUNT	AVERAGE GRANT	MEDIAN GRANT	TOTAL COUNT
Alliances & Advocacy	\$1,500	\$1,500	\$1,500	1
Philanthropy, Voluntarism & Grantmaking Foundations	\$600	\$300	\$300	2
Public Foundations	\$600	\$300	\$300	2
Unknown	\$300	\$300	\$300	1
Unknown	\$300	\$300	\$300	1



Town Council Regular Meeting Agenda

Agenda Item:	9-C
Date:	09/12/2023

Subject: Possible Adoption of Budget Amendment # 2 for Fiscal Year 2023 – 2024

Issue Statement

This item is contingent based on the decisions by the Town Council for the following items:

New Business:

9-A: Discussion and Possible Approval of a Contract to Replace the Municipal Ballfield Lights.

9-B: Discussion and Possible Approval to Create Line Items in the General Fund on the Revenue and Expenditure Side for the Busy Bee Committee in the amount of \$17,464.71.

Amounts, line items, etc. to be decided by the Town Council if approved.

Action Needed

Discussion

Recommendation

Discussion and Possible Action.

Attachments:

- A. Proposed Budget Amendment

TOWN OF Holly Ridge
212 North Dyson St
Holly Ridge, N.C. 28445

FISCAL YEAR 2023-2024

AMENDMENT TO THE BUDGET ORDINANCE

BA 2023-2024.2

BE IT ORDAINED by the Governing Board for the Town of Holly Ridge, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1: To amend the General Fund appropriations with increases as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>	<u>Debit</u>	<u>Credit</u>
Busy Bee Committee	10-330-01-0		\$ 17,464.71
Busy Bee Committee	10-620-90-6	\$ 17,464.71	\$ -
Fund Balance Appropriation	10-399-00-0		\$ 160,000.00
Capital Improvments	10-620-96-0	\$ 160,000.00	
		Total Expenditures	\$ 177,464.71

This amendment will result in an increase to the following department(s): Revenue and Park and Recreation. Due to the addition of a new festival, there is a need to add a revenue and expense line item for that festival. Also, after getting actual quotes for the ball field lights, there is an additional \$160,000 needed to convert/upgrade the ball field lights to LED.

Section 2: Copies of the budget ordinance amendment shall be furnished to the Town Clerk, the Council, the Budget Officer, and the Finance Officer for their direction.

Adopted this 12th Day of September, 2023

Motion made by _____, 2nd by _____

VOTE: FOR AGAINST ABSENT

 Jeff Wenzel, MAYOR

 CHARLES E. STRICKLAND II, FINANCE OFFICER

Budget Amendment

ORIGINAL BUDGET	7/1/2023	\$	8,178,005.27
Budget Amendment 1	8/8/2023	\$	1,785,691.04
Budget Amendment 2	9/15/2023	\$	177,464.71
Budget Amendment 3			
Budget Amendment 4			
Budget Amendment 5			
		\$	-
New Budget Ordinance for FY 21-22		\$	10,141,161.02



Town Council Regular Meeting Agenda

Agenda Item:	9-D
Date:	09/12/2023

Subject: Discussion and Possible Approval of a Resolution Accepting the Streets of Phase I of Camp Davis Industrial Park into the Town of Holly Ridge Maintained Road System.

Issue Statement

The streets within Phase I of Camp Davis Industrial Park were developed privately by the Rollins family, while the Town acquired Phase II and developed. The tenants of Phase II of Camp Davis Industrial Park are now required to access the park through Phase I since the Department of Transportation determined that a second entrance from Highway 17 was not necessary. This means that Phase II businesses and traffic will need to use the existing entrance and road network within Phase I to access the industrial park.

Mr. Rollins submitted the Petition for Addition of Public Streets to the Town of Holly Ridge Road System for the streets in Phase I. In addition to the need for access, one of the contingencies of the Project Gridiron deal is that Phase I & Phase II streets are included in the Town's Maintained Road System. Below please find the recommendation from Mike McFann, Public Works Director:

"The streets within Phase I of the Camp Davis Industrial Park have been completed and meet the minimum standards for the Town to accept the streets into the maintained road system. I recommend to Town Council the acceptance of these streets into the Town Maintained Road System."

Action Needed

For discussion

Recommendation

Action to approve the Resolution Accepting the Streets of Phase I of Camp Davis Industrial Park into the Town of Holly Ridge Maintained Road System.

Attachments:

- A. Petition for Acceptance of the Streets
- B. Resolution for Adoption

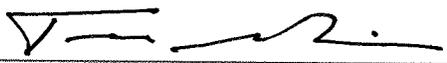
PETITION FOR ADDITION OF PUBLIC STREETS
TO THE SYSTEM OF
THE TOWN OF HOLLY RIDGE, NORTH CAROLINA
(Developers/Builders)

I hereby certify, as the owner, that to the best of my knowledge the improvements in the Camp Davis Industrial Park subdivision have been constructed in accordance with the preliminary plan and are shown on a record map filed in the Onslow County Register of Deeds Office. All work conforms to the construction standards of the Subdivision Ordinance and the Town of Holly Ridge Policy for Street Improvements and Maintenance.

I, therefore, request that the Town of Holly Ridge consider the following streets in the Camp Davis Industrial Park subdivision for maintenance purposes. I understand that the acceptance of said street shall be made only by the Town Council of Holly Ridge in accordance with the Town's policy for Street Improvements and Maintenance.

Street Name	To	From	Approximate Length (in ft.)
1. Mabel Rawlinson Drive	Betty Taylor Wood Drive	US Highway 17	1050
2. Betty Taylor Wood Drive	Mabel Rawlinson Drive		1835
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(Attach additional sheets if necessary)


 Owner Name Thomas Rollins, President
Camp Davis Industrial Park, Inc.
301 US Hwy 17 S, Holly Ridge, NC 28445
 Address

7-7-2023
 Date
(910)329-5100
 Phone Number

Accepted by the Motion of the Town Council of Holly Ridge on the _____ day of _____
 20____

 Mayor

 Date

Jeff Wenzel
Mayor

Pamala Hall
Mayor Pro-Tem

Greg Hines
Councilmember

Rena Bragg
Councilmember

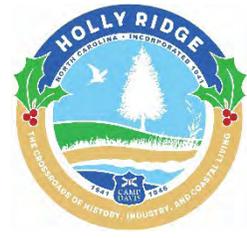
Dexter Sholar
Councilmember

Carolyn Stanley
Councilmember

Town of Holly Ridge

Post Office Box 145
Holly Ridge, North Carolina 28445

Telephone (910) 329-7081
Fax (910) 329-1593



Heather Reynolds, CMC
Town Manager

Tracy Martin
Deputy Town Clerk

A RESOLUTION ACCEPTING STREETS WITHIN PHASE I OF CAMP DAVIS INDUSTRIAL PARK INTO THE TOWN OF HOLLY RIDGE MAINTAINED ROAD SYSTEM

WHEREAS, the roads listed herein below are located within the corporate limits of Holly Ridge and have been found to be constructed to the required Town standards; and

WHEREAS, in July 2023, the Town of Holly Ridge received a signed Petition from Mr. Tom Rollins, President of Camp Davis Industrial Park, Inc. of the roads within Phase I of Camp Davis Industrial Park being accepted into the Town's Public Street System; and

WHEREAS, Mike McFann, Public Works Director is formally making recommendation to the Holly Ridge Town Council for the acceptance of the streets listed below into the Town Maintained Road System; and

WHEREAS, the Town of Holly Ridge will take full responsibility for the care and maintenance of said roads and will add the roads listed below to the Town of Holly Ridge Powell Bill Map at the appropriate time;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Holly Ridge Town Council does hereby find and declare the roads, more particularly described below, totaling .7 miles of The Sages Ridge Subdivision of Holly Ridge to be added to the Town of Holly Ridge Street System for maintenance upon adoption of this Resolution.

Mabel Rawlinson Drive	.20
Betty Taylor Wood Drive	.35
TOTAL	.55 Miles

Adopted this 12th, day of September 2023.

ATTEST:

Jeff Wenzel, Mayor

Tracy Martin, Deputy Clerk