

**TOWN OF DUCK
TOWN COUNCIL
RETREAT
February 19 & 20, 2014**

The Town Council for the Town of Duck convened at the Duck Meeting Hall at 8:30 a.m. on Wednesday, February 19, 2014.

COUNCIL MEMBERS PRESENT: Mayor Don Kingston, Mayor Pro Tempore Monica Thibodeau; Councilor Nancy Caviness; and Councilor Jon Britt.

OTHERS PRESENT: Town Manager Christopher Layton, Director of Community Development Andy Garman; Fire Chief Donna Black; Deputy Fire Chief William Walker; Police Chief Phillip Ferguson; Police First Sergeant Jeffrey Ackerman; Ocean Rescue Director Mirek Dabrowski; Chris Dewitt of Vanasse, Hangen, & Brustlin, Inc.; Willo Kelly of the Outer Banks Homebuilders Association; Building Inspector Cory Tate; Town Attorney Robert Hobbs; Public Information Officer Denise Walsh; and Town Clerk Lori Kopec.

ABSENT: Councilor Chuck Burdick.

Mayor Kingston called the meeting to order at 8:35 a.m. He welcomed everyone to the Retreat. He noted that Councilor Chuck Burdick was excused from the Retreat.

DEPARTMENTAL UPDATES

Police Department

Police Chief Phillip Ferguson was recognized to speak. Police Chief Ferguson gave a presentation on the Duck Police Department's past and present activities to Council and the audience.

First Sergeant Jeffrey Ackerman was recognized to speak. First Sergeant Ackerman gave a presentation on the training the Police Department had completed to Council and the audience.

Mayor Kingston thanked Chief Ferguson and First Sergeant Ackerman for their presentations.

Fire Department

Fire Chief Donna Black was recognized to speak. Fire Chief Black gave a presentation on the Fire Department activities to Council and the audience.

Deputy Fire Chief Bill Walker was recognized to speak. Deputy Chief Walker gave a short presentation on the new Engine 111 to Council and the audience.

Fire Chief Black stated that Council would need to approve the financing for Engine 111. She reviewed the financing proposals for the financing.

Town Manager Layton stated that the resolution was part of the process since it was public financing for a non-profit and because the Town contracts with the Duck Volunteer Fire Department. He added that there was an acknowledgement that while they were a separate entity for the Town, they provided service to the Town. He noted that it did not obligate the Town to

provide the funding, even though it was part of the Capital Improvements Project, and would begin the ten year financing beginning in FY 2015. He added that the Town is not responsible for the money but there was a requirement that the Town approve the financing.

Councilor Britt moved to approve Resolution 14-02 for financing of Engine 111 as presented.

Motion carried 4-0.

Mayor Kingston thanked Fire Chief Black and Deputy Chief Walker for their presentations. He called for a 10 minute break. The time was 10:10 a.m.

Mayor Kingston reconvened the meeting.

Surf Rescue

Ocean Rescue Director Mirek Dabrowski was recognized to speak. Ocean Rescue Director Dabrowski gave a short presentation on the activities of his surf rescue staff to Council and the audience.

Mayor Kingston thanked Ocean Rescue Director Dabrowski for his presentation.

Events/Public Relations

Public Information Officer Denise Walsh was recognized to speak. Public Information Officer Walsh gave a presentation on activities and events going on in Town to Council and the audience.

Mayor Kingston thanked Public Information Officer Walsh for her presentation. He recessed the meeting for lunch. The time was 12:13 p.m.

Mayor Kingston reconvened the meeting.

COMMUNITY DEVELOPMENT ITEMS/UPDATES

Director of Community Development Andy Garman was recognized to speak. Director Garman gave a short presentation on the activities of the Community Development department to Council and the audience.

Overview of Biggert-Waters Act – Other Insurance Issues

Willo Kelly of the Outer Banks Association of Realtors and Outer Banks Association of Homebuilders was recognized to speak. Ms. Kelly gave a presentation on the Biggert-Waters Act and what impacts they would have on homeowners, to Council and the audience.

Willo Kelly gave a short presentation on current insurance issues to Council and the audience.

Mayor Kingston thanked Willo Kelly for her presentations.

Overview of Community Rating System

Building Inspector Cory Tate was recognized to speak. Building Inspector Tate gave a short presentation on the Community Rating System to Council and the audience.

Mayor Kingston asked what the intent was with respect to the data that Building Inspector Tate presented. He further asked if it would be analyzed and recommendations would be brought back to Council or if it would go through the Planning Board. Director Garman stated that it depended on how Council wished for staff to move forward. He stated that he could bring something to the Planning Board for further evaluation and the suggestion by Building Inspector Tate of the Coastal A Zone would be a good starting point. He added that the Board would have to be given a detailed presentation on what the impacts would be before a decision could be made on how to move forward. He thought it was the logical way to proceed. He added that it could be done that way or by adopting some sort of freeboard. He noted that the Town already had the one foot and the question would be if that should be kept in place since it was no longer required by the building code. He pointed out that they were not simple questions and would take a lot of debate.

Director Garman asked if the discussion should be at the Council or Planning Board level. Mayor Kingston thought Council would not want to lose the Community Rating Status for the Town and would want to gain status. He thought the discussion should start with staff and the Planning Board. It was *consensus* of Council to start discussions at the Planning Board level.

Mayor Kingston thanked Building Inspector Tate for his presentation. He called for a 10 minute break. The time was 2:59 p.m.

Mayor Kingston reconvened the meeting.

Comprehensive Pedestrian Plan

Chris Dewitt of Vanasse, Hangen & Brustlin was recognized to speak. Mr. Dewitt gave a presentation on the comprehensive pedestrian plan for the Town of Duck to Council and the audience.

Other Project Updates

Park Shoreline Enhancement Project

Town Manager Layton noted that the park shoreline enhancement project was part of the 2022 Vision and one of the action items was to look at the feasibility of performing an erosion control project for the park property. He stated that as a part of that and the budget, money was set aside to do a feasibility study that included some cost analyses with the idea being that the Town could work with the Coastal Federation to procure some grants for the actual implementation of the recommendations. He stated that the first step was to come up with a concept that could be sent to the Coastal Federation and if it were something Council approved of at some level, engineering would be the next step and finally, construction.

Chris Dewitt gave a presentation on the park shoreline enhancement project concept and cost estimates to Council and the audience.

Stormwater

Town Manager Layton stated that the next two presentations were to ask permission from Council to move forward. He reviewed the bids for construction at the Stan White property and the boardwalk extension with Council and the audience.

Director Garman gave a presentation on the low impact development stormwater ordinance to Council and the audience.

Boardwalk

Director Garman gave a short presentation on the boardwalk extension to Council and the audience.

Mayor Pro Tempore Thibodeau moved to authorize the Town Manager to enter into a contract with Hatchell Concrete for a cost up to \$275,701, pending PARTF approval of the pier.

Motion carried 4-0.

Director Garman reviewed the Stan White drainage project with Council and the audience.

Councilor Caviness moved to authorize the Town Manager to enter into a contract with Barnhill Contracting for the Stan White drainage project.

Motion carried 4-0.

Mayor Kingston thanked Chris Dewitt and Director Garman for their presentations. He thanked everyone for attending the Retreat.

Councilor Britt moved to recess the meeting until Thursday, February 20, 2014 at 8:30 a.m.

Motion carried 4-0.

The time was 5:20 p.m.

RECONVENE

The Town Council for the Town of Duck reconvened at the Duck Meeting Hall at 8:30 a.m. on Thursday, February 20, 2014.

COUNCIL MEMBERS PRESENT: Mayor Don Kingston; Mayor Pro Tempore Monica Thibodeau; Councilor Nancy Caviness; and Councilor Jon Britt.

OTHERS PRESENT: Town Manager Christopher Layton, Director of Community Development Andy Garman; Fire Chief Donna Black; Deputy Fire Chief William Walker.; Police Chief Phillip Ferguson; Police First Sergeant Jeffrey Ackerman; Town Attorney Robert Hobbs; Ken Willson of Coastal Planning and Engineering; Doug Carter and Andrew Carter of DEC Associates; Representative Paul Tine; Public Information Officer Denise Walsh; and Town Clerk Lori Kopec.

ABSENT: Councilor Chuck Burdick.

Mayor Kingston called the meeting to order at 8:43 a.m. He noted that Councilor Chuck Burdick was excused from the Retreat.

DISCUSSION WITH BUSINESSES

Public Information Officer Denise Walsh was recognized to speak. Public Information Officer Walsh and various members of the Duck business community held a discussion to focus on what the Town would be planning for events over the summer and during the shoulder seasons as well as focusing on expectation and opportunities for events moving forward. It was decided that a Duck Merchants Association would be formed with a meeting to be set up at a future date.

Mayor Kingston thanked Public Information Officer Walsh and the business members for their time. He called for a 10 minute break. The time was 10:05 a.m.

Mayor Kingston reconvened the meeting.

FINANCIAL OVERVIEW

FY 2014 and Preliminary FY 2015 Analysis/Update

Town Manager Christopher Layton was recognized to speak. Town Manager Layton gave an analysis and update on Fiscal Year 2014 as well as a preliminary Fiscal Year 2015 analysis to Council and the audience, touching on budgetary goals, building permits, the beach nourishment project, revenues and expenditures.

Draft FY 2015 Capital Improvements Program

Town Manager Layton gave a presentation of the Draft FY 2015 Capital Improvements Program to Council and the audience.

Mayor Kingston thanked Town Manager Layton for his presentations. He recessed the meeting for lunch. The time was 12:03 p.m.

Mayor Kingston reconvened the meeting.

LUNCH WITH REPRESENTATIVE PAUL TINE

Representative Paul Tine was recognized to speak. Representative Tine gave a short update on the various happenings with the House of Representatives to Council and the audience. He then took questions from the audience.

Mayor Kingston thanked Representative Tine for his time and presented him with a Town flag.

BEACH MANAGEMENT PROJECT

Presentation by Coastal Planning and Engineering

Ken Willson of Coastal Planning and Engineering was recognized to speak. Mr. Willson gave an update on the engineering and permitting related to the Town's beach nourishment project. He presented a project schedule and status update as well as the results for the dune volume loss between 2011 and 2013, an update to the vulnerability analysis, the SBEACH design analysis and what would be accomplished with the GENESIS modeling. Mayor Kingston then allowed the audience to ask questions of Ken Willson. He thanked Ken Willson for his presentation.

Mayor Kingston called for a 10 minute break. The time was 3:33 p.m.

Mayor Kingston reconvened the meeting.

Presentation by DEC Associates

Doug Carter and Andrew Carter of DEC Associates were recognized to speak. They gave a presentation on the financing for the beach nourishment project to Council and the audience, touching on the use of Special Revenue Bonds as well as coordination with Dare County and the Towns of Kill Devil Hills and Kitty Hawk.

Town Manager Layton gave a short overview on the proposed Municipal Service Districts to Council and the audience. He then took questions from the audience.

Mayor Kingston thanked Doug Carter, Andrew Carter and Town Manager Layton for their presentations.

Other Issues

None.

OTHER ISSUES

Meeting Agenda

It was *consensus* of Council to table the Meeting Agenda discussion.

Council Member Issues

Councilor Caviness had nothing to report.

Mayor Kingston thanked everyone for attending the Retreat.

Mayor Pro Tempore Thibodeau thanked everyone for attending the Retreat. She noted that Representative Tine was impressed that the Town spends two days looking in detail at different issues each year. She stated that she was proud of the idea of using the 10 Year Vision as a guiding factor in some of the decisions. She stated that she appreciated the participation from the audience.

Councilor Britt stated it was a great Retreat and thanked the audience for their participation.


Mayor Kingston noted that Senator Bill Cook was invited to the Retreat but could not make it. He added that he would join Council on Wednesday, March 5, 2014 at 5:30 p.m.

RECESS TO RECONVENE

Councilor Caviness moved to recess the meeting to reconvene on Wednesday, March 5, 2014 at 5:30 p.m.

Motion carried 4-0. The time was 5:03 p.m.


Lori A. Kopec, Town Clerk

Approved: April 2, 2014

Don Kingston, Mayor

