

**TOWN OF DUCK
TOWN COUNCIL
RETREAT
February 18 & 19, 2015**

The Town Council for the Town of Duck convened at the Duck Meeting Hall at 9:00 a.m. on Wednesday, February 18, 2015.

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

OTHERS PRESENT: Town Manager Christopher Layton, Director of Community Development Joe Heard; Fire Chief Donna Black; Deputy Fire Chief William Walker; Fire Captain Jeffrey Del Monte; Police First Sergeant Jeffrey Ackerman; Police Sergeant Melissa Clark; Master Police Officer Joseph Knight; Ocean Rescue Director Mirek Dabrowski; Building Inspector Cory Tate; Town Attorney Robert Hobbs; Public Information Officer Denise Walsh; Administrative Assistant Bethany Morr; and Town Clerk Lori Kopec.

ABSENT: None.

Mayor Kingston called the meeting to order at 9:03 a.m. He welcomed everyone to the Retreat.

PUBLIC SAFETY UPDATES

Police Department

Police First Sergeant Jeffrey Ackerman and Police Sergeant Melissa Clark were recognized to speak. First Sergeant Ackerman and Sergeant Clark gave a presentation on the Duck Police Department's community service as well as the community policing efforts they provide to citizens of the Town to Council and the audience.

Master Police Officer Joseph Knight was recognized to speak. Master Police Officer Knight gave a presentation on ways the Police Department gets information out to the community as well as the various programs the Department participates in to Council and the audience.

First Sergeant Ackerman and Sergeant Clark gave a presentation on the Police Department's future activities and initiatives to Council and the audience. They discussed the replacement of three vehicles for the Department, touching on the replacement schedule. They stated that they wished to replace the vehicles with Chevrolet Tahoes as they have had great success with the ones that are in the current fleet.

Councilor Burdick noted that Ford just announced an SUV specifically for police use. He suggested that the Police Department look into them. First Sergeant Ackerman stated that the new SUV was similar to the Chevrolet Tahoe but was more expensive and was not part of the bid for the State contract.

Mayor Pro Tempore Thibodeau asked if the officers are kept in the same vehicles when they are replaced. First Sergeant Ackerman stated she was correct. He added that the officers know when their vehicles are up for replacement and take good care of them.

Mayor Kingston asked what the preference was for the color of the Police vehicles. First Sergeant Ackerman stated that silver was the preference. Councilor Burdick asked if there wasn't an advantage to have multi-colored vehicles. First Sergeant Ackerman stated that he could see some advantages but wasn't sure if it was enough of an advantage to have multi-colored vehicles. Sergeant Clark noted that the Department would be retaining one unmarked vehicle.

First Sergeant Ackerman and Sergeant Clark discussed the mobile data terminal replacement schedule, the importance of body cameras and the future replacement of the in-car cameras to Council and the audience.

Mayor Kingston thanked First Sergeant Ackerman and Sergeant Clark for their presentations. He called for a five minute break. The time was 10:07 a.m.

Mayor Kingston reconvened the meeting.

Fire Department

Fire Chief Donna Black and Deputy Fire Chief Bill Walker were recognized to speak. Fire Chief Black and Deputy Fire Chief Walker gave a presentation on the Fire Department activities to Council and the audience.

Bob Mack of 107 Ruddy Duck Lane was recognized to speak. Mr. Mack gave his perspective on being part of the firefighting personnel to Council and the audience.

Fire Captain Jeffrey Del Monte was recognized to speak. Fire Captain Del Monte gave his perspective on being part of the fire shift personnel to Council and the audience.

Pat Scarlett of 102 Mallard Drive was recognized to speak. Ms. Scarlett gave her perspective on changes to the Fire Department to Council and the audience.

Fire Chief Black stated that she was asking for three additional full-time firefighters to make up for the shortfall in staffing for the Fire Department. She went on to review how the three new firefighters would be scheduled to work to Council and the audience.

Councilor Burdick stated that he needed to think about things. Mayor Pro Tempore Thibodeau agreed. Councilor Burdick stated that Fire Chief Black put forward an interesting proposal, but felt that Council needed time to think it over.

Mayor Pro Tempore Thibodeau clarified that Fire Chief Black was asking for two full-time firefighters. Fire Chief Black stated that she has three full-time firefighters currently on staff and was asking for three more. Mayor Pro Tempore Thibodeau clarified that there will be no change in the part-time firefighters. Fire Chief Black stated she was correct.

Councilor Burdick thought the Fire Department would have a six month problem as well as six months without a problem. He added that based on the incidents and response the Department has to do; indicated the issue was during the summer months. He asked if Fire Chief Black looked at ways to bridge the gap instead of asking for additional full-time firefighters. Fire Chief Black stated that the Fire Department has a volume issue for six months out of the year, but the protection and response issue was an entire year.

Mayor Kingston thanked Fire Chief Black and Deputy Chief Walker for their presentations.

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. He recessed the meeting for lunch. The time was 11:52 p.m.

Mayor Kingston reconvened the meeting.

DEPARTMENTAL UPDATES

Community Development

Director of Community Development Joe Heard was recognized to speak. Director Heard gave a short presentation on the activities of the Community Development Department to Council and the audience.

Councilor Caviness asked which agency oversees the Community Rating System. Director Heard stated that the National Flood Insurance Program set the standards and the ISO insurance office oversees it.

Building Inspector Cory Tate was recognized to speak. Building Inspector Tate reviewed what the Town could expect moving forward with regard to the Community Rating System to Council and the audience.

Mayor Kingston thanked Director Heard and Building Inspector Tate for their presentations.

PR/Events

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.

Public Relations Assistant Beth Morr was recognized to speak. Public Relations Assistant Morr gave a presentation on the Town's social media outlets and how the Town gets information out to the public to Council and the audience.

Mayor Kingston thanked Public Information Officer Walsh and Public Relations Assistant Morr for their presentations. He called for a 10 minute break. The time was 2:49 p.m.

Mayor Kingston reconvened the meeting.

FINANCIAL OVERVIEW

FY 2015 and Preliminary FY 2016 Analysis/Update

Town Manager Christopher Layton was recognized to speak. Town Manager Layton gave an analysis and update on Fiscal Year 2015 as well as a preliminary Fiscal Year 2016 analysis to

Council and the audience, touching on budgetary goals, building permits, the beach nourishment project, revenues and expenditures.

Draft FY 2016 Capital Improvements Program

Town Manager Layton gave a presentation of the Draft FY 2016 Capital Improvements Program to Council and the audience.

Overview of the Soundside Boardwalk Phase IV Study

Director Heard gave a short presentation on the Soundside Boardwalk Phase IV Study, including the challenges and opportunities with regard to extending the boardwalk, to Council and the audience.

Town Manager Layton stated that he wanted to discuss the soundside boardwalk because Councilor Burdick had expressed a desire for moving the project forward into 2016. He noted that it was originally shown in later years. He asked Council for direction in moving forward and whether they wanted to explore the extension or not.

Mayor Kingston stated that between the beach nourishment project and the pedestrian plan, the extension would be nice to have, but further in the future. He added that it would take a lot of effort to design and engineer and felt that other projects took precedent at this time.

Councilor Britt stated that he would support the project further in the future. He added that he and Councilor Burdick had discussed getting pedestrians off the road near Sunset Grill as it was a dangerous area. He thought that with the pedestrian plan starting, it may make things more difficult. He thought the pedestrian plan should take precedence and felt the extension of the boardwalk should wait.

Councilor Burdick felt that the boardwalk extension needed to tie in with the pedestrian plan. He added that it needed to be thought of as part of the pedestrian plan. He stated that as the Town completed the pedestrian plan design, there should be a pretty good idea with regard to the extension. He didn't feel that the project should wait. He added that to do the pedestrian plan design and not include the boardwalk extension may change the plan for both. He suggested taking the \$12,000 for the boardwalk extension and put it into the pedestrian plan to make sure that it will accommodate the extension. He didn't see it as a delay, but more of how it would fit.

Mayor Pro Tempore Thibodeau agreed that the Town had a lot of projects before it, but thought it would make sense to look at the west side of Duck Road when completing the pedestrian plan, even if it was just to perform a cursory surveying. She agreed that there will be challenges with extending the boardwalk especially when it comes to viewsheds. She suggested that the Town think of ways of creating a hybrid boardwalk/west side walkway.

Town Manager Layton stated that the \$12,000 would allow the engineers to perform a conceptual level item that could be taken to the property owners. He added that the next phase would be the engineering and permitting. He thought the Town could add some accommodation for it in the pedestrian plan. He noted that because the area was constricted, sidewalks could not be used in more than one area, so the boardwalk would make sense.

Allan Beres of 146 Dune Road was recognized to speak. Mr. Beres stated that he didn't see the attraction to extend the boardwalk to Sunset Grill Restaurant. He stated that there were very few

areas where the sound could be viewed and this particular area is the only one that remains. He asked why it should be blocked by a boardwalk, adding that it made no sense. He thought there was another way to provide safe passage in that area to pedestrians other than constructing a boardwalk that would block views.

John Wander of 119 Sandcastle Court was recognized to speak. Mr. Wander agreed with Allan Beres' comments. He thought the area near Sunset Grill Restaurant was one of the prettiest spots for people to see the sound. He thought a boardwalk would destroy that view. He noted that Sunset Grill Restaurant was already overloaded and didn't think they needed help with getting more customers to their restaurant. He stated that parking was a premium in Town and to use those spaces for the extension would be a bad move.

Stormwater Improvements

Town Manager Layton gave a presentation on the stormwater improvements to Council and the audience.

Repaving of Duck Trail

Director Heard gave a short presentation on the repaving of the Duck Trail to Council and the audience.

Pedestrian Plan Implementation

Town Manager Layton gave a short presentation on the pedestrian plan implementation to Council and the audience.

Councilor Britt moved to authorize the Town Manager to execute the agreement for the pedestrian plan implementation.

Motion carried 5-0.

Park Shoreline Stabilization

Town Manager Layton gave a short presentation on the park shoreline stabilization project to Council and the audience.

Mayor Kingston thanked Town Manager Layton and Director Heard for their presentations. He thanked everyone for attending the Retreat.

Mayor Kingston moved to recess the meeting until Thursday, February 19, 2015 at 9:00 a.m.

Motion carried 5-0.

The time was 5:39 p.m.

RECONVENE

The Town Council for the Town of Duck reconvened at the Duck Meeting Hall at 9:00 a.m. on Thursday, February 19, 2015.

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

OTHERS PRESENT: Town Manager Christopher Layton, Director of Community Development Joe Heard; Fire Chief Donna Black; Deputy Fire Chief William Walker; Police First Sergeant Jeffrey Ackerman; Police Sergeant Melissa Clark; Town Attorney Robert Hobbs; Ken Willson of Coastal Planning and Engineering; Julien Devisse of Coastal Planning and Engineering; Dare County Chairman Bob Woodard; Public Information Officer Denise Walsh; Administrative Assistant Bethany Morr; and Town Clerk Lori Kopec.

ABSENT: None.

Mayor Kingston called the meeting to order at 9:04 a.m.

DUCK MERCHANTS ASSOCIATION

Public Information Officer Denise Walsh was recognized to speak. Public Information Officer Walsh gave a short history on the formation of the Duck Merchants Association to Council and the audience.

David Facenda of the Duck Merchants Association was recognized to speak. Mr. Facenda gave a presentation on the activities of the Merchants Association to Council and the audience.

Mayor Kingston thanked Public Information Officer Walsh and Dave Facenda for their presentations. He called for a 15 minute break. The time was 9:56 a.m.

Mayor Kingston reconvened the meeting.

OUTER BANKS VISITORS BUREAU

Councilor Caviness introduced Lee Nettles and Tim Cafferty from the Outer Banks Visitors Bureau.

Tim Cafferty gave a short presentation on the activities of the Outer Banks Visitors Bureau to Council and the audience.

Lee Nettles gave a presentation on tourism statistics and reviewed the Tourism Bureau's website and new brochure with Council and the audience.

Mayor Kingston thanked Tim Cafferty and Lee Nettles for their presentations. He called for a 20 minute break. The time was 11:07 p.m.

Mayor Kingston reconvened the meeting.

LUNCH WITH BOB WOODARD, CHAIRMAN, DARE COUNTY BOARD OF COMMISSIONERS

Dare County Board of Commissioners Chairman Bob Woodard was recognized to speak. Commissioner Woodard gave a short update on the various happenings with Dare County to Council and the audience. He then took questions from the audience.

Mayor Kingston thanked Commissioner Woodard for his time. He recessed the meeting for lunch. The time was 12:12 p.m.

Mayor Kingston reconvened the meeting.

BEACH MANAGEMENT PROJECT

Presentation by Coastal Planning and Engineering

Ken Willson and Julien Devisse of Coastal Planning and Engineering were recognized to speak. Mr. Willson and Mr. Devisse gave an update on the Town's beach nourishment project to Council and the audience. They reviewed the progress of the project and what would be happening as it progressed. Mayor Kingston then allowed the audience to ask questions of Ken Willson and Julien Devisse. He thanked Ken Willson and Julien Devisse for their presentation.

Overview of Municipal Service Districts

Town Manager Layton gave an overview of the proposed Municipal Service Districts to Council and the audience. He reviewed the public notice that was mailed property owners, the areas of the proposed MSDs as well as reminding everyone of the upcoming public hearing on the MSDs that was set for March 4, 2015 at 7:00p.m. After his presentation, Town Manager Layton took questions from Council and the audience.

Mayor Kingston thanked Town Manager Layton for his presentation. He called for a 15 minute break. The time was 3:21 p.m.

Mayor Kingston reconvened the meeting.

OTHER ISSUES

Discussion of 2022 Vision

Town Manager Layton gave a short overview of the 2022 Vision to Council and the audience. He asked Council if they wished to tweak things in it. He didn't think Council should go through the Vision line by line, but to look at the overall Vision to see if there were tweaks that could be listed for a future meeting.

Mayor Kingston thought Council could have a discussion on the 3-5 year goals and the action steps to see if more goals or steps needed to be added. Mayor Pro Tempore Thibodeau stated that she couldn't see making major changes to the Vision. She asked what was happening with the living shoreline erosion project. Town Manager Layton stated that Council had a memorandum from VHB in their packets with a status on the project. He went on to review it with Council and the audience.

Mayor Pro Tempore Thibodeau asked if it would make sense to annotate that the project has been removed from the Vision. Town Manager Layton stated that he could add verbiage that would clarify that it wasn't ignored.

Mayor Kingston suggested having a status column on the 3-5 year goals where the statuses could be updated, making it a living document. Councilor Britt thought what the Town has accomplished to date could be put in it. Mayor Pro Tempore Thibodeau thought dates could be

put in it to give it a sense of history. Councilor Caviness thought it was simple enough to show when goals were set with the dates. Town Manager Layton stated that he could come up with a template based on the CIP and some other items and how they reflect back to the Vision and bring it back at a future meeting.

Mayor Pro Tempore Thibodeau asked if Council was going to come back at 5 years to look at the Vision to come up with new 3-5 year goals or if it was ongoing. Councilor Burdick thought Council needed to come back at the end of 5 years to assess things. Town Manager Layton noted that it should be re-evaluated after each election.

Town Manager Layton and Council discussed the wall art that was drawn during the 2012 Vision Retreat and what should be done with it to preserve it.

Council Member Issues

Councilor Burdick congratulated Town Manager Layton and Town staff on an excellent Retreat.

Mayor Pro Tempore Thibodeau thanked Town Manager Layton and Town staff for all of their hard work. She suggested having an additional microphone available for people to use when they wish to speak at the meetings.

Councilor Caviness stated that several people had come up to her during the breaks to tell her how impressed they were at how much the Town does with such a small staff. She commended Town staff for their hard work.

Councilor Britt echoed Councilor Caviness' comments. He thanked the Tourism Bureau for attending the Retreat, but was upset about the blatant neglect in their new brochure with regard to the Town of Duck. He stated that he would like to have something put together to the Tourism Bureau about it. Councilor Caviness stated that the Tourism Bureau's meeting will be on Thursday, February 26, 2015 and she would bring it up. Mayor Kingston thought something from Council could be sent to the Tourism Bureau to thank them for attending the Retreat and to let them know of the issues. Councilor Caviness agreed. Councilor Burdick noted that the Tourism Bureau contributes so much to help the Town of Duck and thought it was an oversight. He thought a formal letter may work better.

Mayor Pro Tempore Thibodeau stated that she was not asked for input on the brochure, but knew that the staff at the Tourism Bureau was stretched due to the seafood festival. She agreed with Councilor Burdick that a formal letter would be better. Councilor Britt stated that he was fine with Councilor Caviness delivering the message to the Tourism Bureau and felt Council should back her up. Councilor Caviness noted that the omission was not only in the brochure but also on the Tourism Bureau's website.

Mayor Kingston asked if there should be a formal letter or if Councilor Caviness should express the concern verbally. Councilor Britt thought having something in writing would be better. Councilor Caviness stated that she will talk to the people at the upcoming Tourism Bureau meeting and go from there.

Councilor Britt stated that the Retreat was great overall.

Mayor Kingston thanked Town staff and Council for a great Retreat.

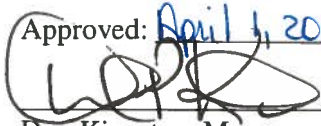
ADJOURNMENT

Councilor Caviness moved to adjourn the meeting.

Motion carried 5-0. The time was 4:13 p.m.



Lori A. Kopec, Town Clerk

Approved: April 1, 2015


Don Kingston, Mayor

