

**TOWN OF DUCK
TOWN COUNCIL
REGULAR MID-MONTH MEETING
November 18, 2015**

The Town Council for the Town of Duck convened at the Duck Meeting Hall at 1:00 p.m. on Wednesday, November 18, 2015.

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

COUNCIL MEMBERS ABSENT: None.

OTHERS PRESENT: Town Manager Christopher Layton; Director of Community Development Joe Heard; Police Chief John Cueto; Fire Chief Donna Black; Town Attorney Robert Hobbs; Public Information Officer Denise Walsh; Administrative Assistant Bethany Conery; Permit Coordinator Sandy Cross; Chris Dewitt from VHB Engineering-NC; Margaret Kubilins from VHB Engineering,-NC; Joe Anlauf of Anlauf Engineering, PLLC; and Town Clerk Lori Kopec.

OTHERS ABSENT: None.

Mayor Kingston called the meeting to order at 1:05 p.m.

UPDATE ON THE TOWN OF DUCK COMPREHENSIVE PEDESTRIAN PLAN ENGINEERING

Town Manager Layton stated that the Town was in the second year of a two-year engineering project which represented the phase of the Comprehensive Pedestrian Plan dealing with improvements within the Commercial Village area. He noted that the Town has a contract with VHB, which totaled approximately \$300,000 to perform the engineering and implementation of the plan which Council approved in September, 2014. He added that it was part of the initiative to make Duck a pedestrian first community and continue with that part of the Town's Vision. He stated that Chris Dewitt from VHB Engineering-NC would be giving a presentation on the update of the engineering and Margaret Kubilins would be giving an update on the street crossing study. He stated that there would be a simulation shown for the Christopher Drive refuge island, which would show potential impacts in that area. He stated that no action on Council's part would be needed at this meeting.

Chris Dewitt of VHB Engineering-NC was recognized to speak. Mr. Dewitt went on to give a short overview on the engineering associated with the Comprehensive Pedestrian Plan to Council and the audience, noting that the major component of the plan was the recommendation to install sidewalks on both sides of Duck Road within the Village Commercial area as well as having a dedicated bicycle lane, crosswalk lighting and

pedestrian refuge islands. He noted that his firm, along with Town staff, met with many property owners within the Village Commercial area regarding the plan and its potential impact on their properties.

Director Heard gave a short update on the discussions related to the plan's prioritization on a regional level that have taken place at the RPO: TAC/TCC level to Council and the audience.

UPDATE ON DUCK TRAIL SIDE STREET CROSSING SAFETY STUDY

Margaret Kubilins of VHB Engineering-NC was recognized to speak. Ms. Kubilins went on to give a short presentation on the recently completed Duck Trail Side Street Crossing Safety Study to Council and the audience. She noted that the study, which focused on areas north and south of the Village Commercial area, provided recommendations for pavement markings, signage and landscaping that would improve the safety of individuals using the Duck Trail.

Town Manager Layton stated that the recommendation coming out was for the high visibility crosswalks. He added that the Town has essentially two lines going across the street. He noted that, visually, it will be different in that it will be high visibility with more striping. He thought if the Town was serious about safety, implementing the plan as presented was the way to go. He noted that he was sensitive to the fact that if the Town started implementing it and Council started receiving negative comments, that Council would be comfortable with it.

Town Manager Layton noted that missing from the recommendations were the bicycle stop signs at every intersection. He added that the Town did a pilot project with the stop signs at Seabreeze Drive, but found that no one would stop at them. He stated that because it was ineffective, recommendations for them were left out.

Town Manager Layton stated that in the plan there were cost estimates for Tier One, Tier Two and Tier Three items. He stated that the Town has put aside \$12,000 for the improvements as a stop-gap measure. He stated that the question was how much Council was looking to use at this time. He noted that the Town would be in the process, over the next two years, of repaving portions of the Duck Trail. He added that while crossroads will not be specifically built where the crosswalks were recommended, there was a portion that could be impacted by any repaving. He stated that, in doing all of the recommended treatments, the estimate was over \$100,000. He went on to review the areas where staff felt treatments needed to be done along with the associated costs with Council and the audience.

Councilor Britt asked if NCDOT would have funding for the Plover Drive improvements due to the safety issues. Town Manager Layton stated that he could ask. Councilor Britt thought Plover Drive was more of a safety issue than any of the other intersections.

Councilor Caviness felt that it would be more sensible to complete the entire south section of Town for consistency. She added that it seemed odd to her to have treatments done to all of the streets and not Plover Drive when it was the biggest gap for pedestrians and bicyclists. Town Manager Layton stated that the only reason Plover Drive was not included was that it wasn't just striping but more in-depth work.

Margaret Kubilins noted that Council could choose to just have the striping completed while continuing to work on the other phases. Councilor Burdick thought it made sense. Town Manager Layton thought he could make a case for Plover Drive to NCDOT. He added that if Council concurred, the process of obtaining bids to accomplish the work through Plover Drive could be started.

Councilor Burdick stated that part of this was a standard for visibility. He asked if the Town needed to codify it. He added that the Town was telling property owners and property owner associations that this was the standard of how they would be maintaining their subdivision entrances. Town Manager Layton believed that there was sight triangle language in the Town's current ordinance. Councilor Burdick pointed out that if it was, it was not being enforced. Town Manager Layton stated that it has always been an issue and the Town needed to get more aggressive on it and would be using this plan as a way to do it. He stated that he was able to obtain pricing previously from VHB to delineate where the edge of the right-of-way was located outside of the Village. He added that it made it easier for staff to work with property owners with regard to sight distance issues. He stated that it was expensive to survey it and was kept on the back burner. He noted that the intent would be to take care of the sight distance and other issues.

Town Manager Layton stated that staff has addressed situations at times and other times it was deferred largely due to the fact that the issue had not risen to a level that staff was concerned about it. He stated that once the Town gets into the situation where it was aggressively enforcing sight distance triangles, Council will need to be prepared for a lot of discussion in the community about it. He added that staff was prepared to do it as part of this process. Councilor Burdick thought if the Town was going to do it, one of the things that should be done was to publicize what was being done, why it was being done and what the impacts would be as well as soliciting property owners' assistance in working with the Town.

Mayor Kingston clarified that Town Manager Layton was looking for a motion to move forward with the south end up through Plover Drive and only completing the striping at Plover. Town Manager Layton stated that staff would obtain cost estimates on doing it and he would come back to Council with a proposal for Council to approve.

Councilor Caviness asked if there will be a public comment period. Town Manager Layton stated that it was up to Council. He thought it was a good idea for Council to talk about what will be done. He added that staff had not planned on having a public comment period at this point. He stated that if Council wished to have a public comment period, there was time to do it while the bids were being obtained. Councilor Burdick strongly suggested that there be a public comment period. Councilor Caviness thought if

there was a window for public comments, the comments or questions that may come up would help inform Council on how best to communicate the project back to the community. Councilor Britt asked if could be put together in time for Council's Retreat. Town Manager Layton thought there would be plenty of time before the Retreat. He asked Council if they wished to have a public hearing or public comment period. Mayor Pro Tempore Thibodeau asked what the difference would be. Town Manager Layton stated that if Council wished to have a public comment period, staff would accept comments from the public through social media. He added that a public hearing would entail advertising and have the public come speak at the hearing.

Councilor Caviness asked if it would be feasible to have the striping completed before the beginning of the season. Town Manager Layton thought it could be done. Councilor Caviness thought if it was going to be a substantive safety enhancement, it should be done before the season started. Mayor Pro Tempore Thibodeau thought it could be put out in the Town's newsletter as well. It was *consensus* of Council to have a public comment period through January 15, 2016.

Mayor Kingston thanked Chris Dewitt and Margaret Kubilins for their presentations. He called for a 10 minute recess. The time was 3:32 p.m.

Mayor Kingston reconvened the meeting.

UPDATE ON FY 2016 DUCK TRAIL STORMWATER/PAVING PROJECT

Town Manager Layton stated that the Town has been working on stormwater improvements along the Duck Trail for the last several years and was set to begin repaving the Trail during this fiscal year. He noted that the stormwater and repaving projects have been combined this year in a project to alleviate standing water from Sound Sea Avenue to Acorn Oak Avenue via the installation of sock drains combined with the installation of pervious concrete. He added that the drains would connect to an existing NCDOT pipe and discharge onto an easement on a piece of the Forbes property located at 1436 Duck Road. He stated that Joe Anlauf would give Council an update.

Joe Anlauf of Anlauf Engineering, PLLC was recognized to speak. Mr. Anlauf went on to give a short update on the status of the project to Council and the audience.

Permit Coordinator Sandy Cross was recognized to speak. Permit Coordinator Cross reviewed the repaving priority list with Council and the audience.

Mayor Kingston thanked Joe Anlauf and Permit Coordinator Cross for their updates.

DISCUSSION/CONSIDERATION OF NAMING THE TOWN OF DUCK MEETING HALL

Mayor Kingston stated that at the last Council meeting, Mayor Pro Tempore Thibodeau brought up the idea of naming one of the Town assets after Paul Keller. He added that it

was consensus of Council that it was a good idea and decided to set up a subcommittee that consisted of him, Mayor Pro Tempore Thibodeau and Town Manager Layton. He stated that they met last week after reaching out to the Council, a couple of the former Mayors of Duck, Town staff and other citizens and came to the conclusion that the Meeting Hall would be the best alternative to name after Paul Keller. He stated that he was looking for any additional discussion on the topic. He stated that the subcommittee discussed how to implement renaming the Meeting Hall and will be having lunch with Paul Keller on November 23, 2015 to let him know of the plans. He stated that the thought process of the subcommittee was to have an event at the Meeting Hall, with an opportunity for Mr. Keller's family to be in attendance as well as inviting others.

Mayor Pro Tempore Thibodeau thought there was a good discussion and thought the Meeting Hall would be good to name after Paul Keller.

Mayor Kingston asked Town Attorney Hobbs if a resolution would be needed. Town Attorney Hobbs stated that it would. It was *consensus* of Council to have Town Manager Layton draft a resolution to re-name the Meeting Hall after Paul Keller and bring it back to the December 2, 2015 meeting.

CLOSED SESSION

Mayor Pro Tempore Thibodeau moved to enter closed session in accordance with Section 143-318.11(6) of the North Carolina General Statutes, to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Motion carried 5-0.

The time was 4:26 p.m.

Upon return from closed session, Councilor Burdick moved to increase Town Manager Layton's salary by 5% and give him a one-time bonus of \$5,000.

Motion carried 5-0.

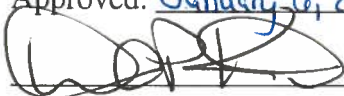
Mayor Kingston noted that the next meeting will be the Regular Meeting on Wednesday, December 2, 2015 at 7:00 p.m.

ADJOURNMENT

Councilor Britt moved to adjourn the meeting.

Motion carried 5-0.

The time was 5:44 p.m.

Approved: January 6, 2016


Don Kingston, Mayor



Lori A. Kopec, Town Clerk

