

**TOWN OF DUCK
TOWN COUNCIL
MID-MONTH MEETING
June 15, 2022**

The Town Council for the Town of Duck convened at the Paul F. Keller Meeting Hall at 1:00 p.m. on Wednesday, June 15, 2022.

COUNCIL MEMBERS PRESENT: Mayor Don Kingston; Mayor Pro Tempore Monica Thibodeau; Councilor Sandy Whitman; and Councilor Rob Mooney.

COUNCIL MEMBERS ABSENT: Councilor Tony Schiano.

OTHERS PRESENT: Town Manager Drew Havens; Police Chief Jeffrey Ackerman; Fire Chief Donna Black; Town Attorney Robert Hobbs; Public Information and Events Director Christian Legner; Finance and Human Resources Administrator Jessica Barnes; and Town Clerk Lori Ackerman.

OTHERS ABSENT: Director of Community Development Joseph Heard.

Mayor Kingston called the meeting to order at 1:00 p.m. He noted that Councilor Tony Schiano was excused from the meeting.

DISCUSSION/CONSIDERATION OF FY 2022 END OF YEAR BUDGET AMENDMENTS

Finance and Human Resources Administrator Jessica Barnes was recognized to speak. Administrator Barnes stated that Council had two budget amendments before them. She explained that the first budget amendment would allow the Town to complete more projects in this fiscal year's budget and the second budget amendment corrected two previous budget amendments that were approved earlier in the year.

Mayor Pro Tempore Thibodeau asked if the corrected items were previously in the wrong category. Administrator Barnes stated she was correct, explaining that Budget Amendment 4 was for the debt service payments for the new beach nourishment accounts and the beach fund expenditure was decreased when it should have been increased in the transfers to the Capital Reserve Fund on the Revenue side. She noted that it was the same for Budget Amendment 8 with the same correction that needed to be made. Mayor Pro Tempore Thibodeau thought it was great that the Town had Teresa Osborne to help finetune things before the end of the fiscal year.

Administrator Barnes explained that Ordinance 22-06 amended the Capital Project Ordinance for the new beach nourishment project. She stated that she found a couple of invoices that were still posted to the General Fund but were for expenses for the new project. She added that they had to increase the Transfer to Capital Reserve Fund and decrease the Contingency Fund.

Mayor Pro Tempore Thibodeau moved to approve the budgets amendments as presented.

Motion carried 4-0.

Mayor Pro Tempore Thibodeau moved to approve Ordinance 22-06 as presented.

Motion carried 4-0.

Town Manager Drew Havens was recognized to speak. Town Manager Havens stated that he wanted to provide Council and the audience with the Town's year end estimates. He noted that the figures were all unaudited. He added Administrator Barnes met with him regarding putting some guesses on Revenues and Expenditures and Administrator Barnes corrected some of his guesses and came up with figures they were both comfortable with. He noted that Teresa Osborne looked the figures over and helped to further refine them. He went on to review the Revenues and Expenditures with Council and the audience.

Mayor Pro Tempore Thibodeau stated that she was getting caught up in the fact that the Town's revenues and expenses were down from both the original and adjusted, which had to do with the BRIC grant project. She clarified that it did not affect the audit to pull those funds out and put it in the next year. She pointed out that it was a big sway of \$2 million. Town Manager Havens stated she was correct. He explained that it was already in the approved Fiscal Year 2023 budget. He added that the Town received additional grant funding and at some point, Council will need to amend the Fiscal Year 2023 budget to recognize that.

Mayor Pro Tempore Thibodeau clarified that Town Manager Havens was basing the estimates on the receivables for sales and occupancy tax. She further clarified that it was a conservative guess. Town Manager Havens believed that he was being fairly conservative.

Mayor Kingston asked what the Town's assigned balance was. Town Manager Havens stated that he would have to look at the Fiscal Year 2021 audited financial statements and would get back to Mayor Kingston with that figure.

Mayor Kingston thanked Town Manager Havens for his presentation.

OVERVIEW OF THE TOWN OF DUCK EMERGENCY OPERATIONS PLAN

Fire Chief Donna Black was recognized to speak. Fire Chief Black went on to review the Town's Emergency Operations Plan with Council and the audience. Afterward, Mayor Kingston, Town Manager Havens, Fire Chief Black, Police Chief Jeffrey Ackerman and Public Information and Events Director Christian Legner reviewed their and Town staff's various responsibilities before, during and after a hurricane or tornado to Council and the audience.

Beverly Perkins of 107 Ships Watch Drive was recognized to speak. Ms. Perkins asked how the homeowner associations and property managers would be notified. She asked if they receive a copy of the Emergency Operations Plan. Fire Chief Black explained that the plan is located on the Town's website, adding that specific information for a specific event would be disseminated by Director Legner through all channels.

Mayor Kingston asked if the Town should remind the public to obtain their re-entry passes. Director Legner stated that Dare County Emergency Management and the Town have put out messaging regarding the passes.

Mayor Pro Tempore Thibodeau stated that she would like to have a debrief from staff after the 4th of July parade since there has been a lot of concern over the safety aspects of the parade. Fire Chief Black thought it could be done at Council's July 6, 2022 meeting.

Mayor Kingston thanked staff for the presentation. He noted that the next meeting would be the Regular Meeting on Wednesday, July 6, 2022 at 6:00 p.m.

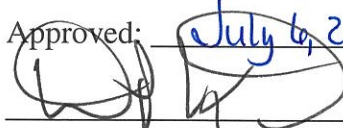
ADJOURNMENT

Councilor Whitman moved to adjourn the meeting.

Motion carried 4-0.

The time was 2:08 p.m.


Lori A. Ackerman, Town Clerk

Approved: July 6, 2022

Don Kingston, Mayor

