

**TOWN OF DUCK
TOWN COUNCIL
RETREAT
February 21 & 22, 2024**

The Town Council for the Town of Duck convened at the Paul F. Keller Meeting Hall at 9:00 a.m. on Wednesday, February 21, 2024.

COUNCIL MEMBERS PRESENT: Mayor Don Kingston, Mayor Pro Tempore Monica Thibodeau; Councilor Sandy Whitman; Councilor Brenda Chasen; and Councilor Kevin Lingard.

OTHERS PRESENT: Town Manager Drew Havens, Director of Community Development Joseph Heard; Town Attorney Robert Hobbs; Deputy Fire Chief Clarence Batschelet; Police Chief Jeffrey Ackerman; Deputy Police Chief Melissa Clark; Public Information and Events Director Kristiana Nickens; Erin Diurba of the US Army Corps of Engineers; Ken Willson of Coastal Protection Engineering; Bob Woodard of Dare County Board of Commissioners; Finance & Human Resources Administrator Jessica Barnes; and Town Clerk Lori Ackerman.

ABSENT: Fire Chief Donna Black.

Mayor Kingston called the meeting to order at 9:00 a.m. and welcomed everyone to the Retreat. He stated that the Retreat was held on an annual basis over the course of two days and was a working session between the Town Council and Town staff, refining direction for the budgeting for the upcoming year as well as the Town's longer-term vision. He stated that the Retreat was not open for public comments, but the audience was welcome to talk to Council and staff during the breaks. He noted that at noon Council and staff would recess for a lunch and other business with no food provided for the public this year, adding that snacks were available throughout the day.

Mayor Kingston stated that he wished to amend the agenda to add a resolution. He moved to add the Resolution to the agenda.

Motion carried 5-0.

DISCUSSION/CONSIDERATION OF RESOLUTION 24-02, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DUCK, NORTH CAROLINA, SUPPORTING THE COASTAL RESOURCE COMMISSION'S TEMPORARY RULES

Mayor Kingston explained that the resolution was for temporary rules for 30 different rules that the Coastal Resource Commission has in place. He thought in order to maintain the direction that the Coastal Resource Commission has taken, it would be good to support them with Resolution 24-02.

Mayor Kingston moved to adopt Resolution 24-02 as presented.

Mayor Pro Tempore Thibodeau stated that the Dare County Visitors Bureau had sent a letter of support in keeping the rules in place to keep Jockey's Ridge intact. She hoped they could all come to some resolution.

Motion carried 5-0.

US ARMY CORPS OF ENGINEERS FIELD RESEARCH FACILITY UPDATE

Erin Diurba of the US Army Corps of Engineers was recognized to speak. Ms. Diurba went on to give a short presentation on the US Army Corps of Engineers Field Research Facility, the history of it as well as what they do. Erin Diurba then took questions from Council.

Mayor Kingston thanked Erin Diurba for her presentation.

DEPARTMENT UPDATE

Community Development

Director of Community Development Joe Heard was recognized to speak. Director Heard went on to give a short presentation on the Community Development department to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Director Heard for his presentation. He called for a 15-minute break. The time was 10:26 a.m.

Mayor Kingston reconvened the meeting.

BEACH NOURISHMENT AND MANAGEMENT

Ken Willson of Coastal Protection Engineering was recognized to speak. Mr. Willson gave a short presentation on the completed beach nourishment project, the annual beach/dune survey, the vulnerability analysis, and the borrow area study to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Ken Willson for his presentation.

COUNTY UPDATE

Dare County Chairman Bob Woodard was recognized to speak. Chairman Woodard gave a short County update to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Chairman Woodard for his presentation. He recessed the meeting for lunch. The time was 12:05 p.m.

At approximately 12:27 p.m., Town Attorney Hobbs left the meeting.

Mayor Kingston reconvened the meeting.

DEPARTMENT UPDATES

Finance and Human Resources

Finance and Human Resources Administrator Jessica Barnes was recognized to speak. Administrator Barnes gave a short update on the Town's current year budget performance as well as year-end estimates to Council and the audience. She then took questions from Council.

Mayor Kingston thanked Administrator Barnes for her presentation.

Public Information and Events

Public Information and Events Director Kristiana Nickens was recognized to speak. Director Nickens gave a presentation on advertising, communications and upcoming events to Council and the audience. She then took questions from Council.

Mayor Kingston thanked Director Nickens for her presentation. He called for a 15-minute break. The time was 1:52 p.m.

Mayor Kingston reconvened the meeting.

Fire Department

Deputy Fire Chief Clarence Batschelet was recognized to speak. Deputy Fire Chief Batschelet gave a presentation on the Duck Fire Department's activities and what they were looking to accomplish in the future to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Deputy Fire Chief Batschelet for his presentation.

Police Department

Police Chief Jeffrey Ackerman was recognized to speak. Police Chief Ackerman gave a presentation on the Duck Police Department's activities as well as what they hope to accomplish in the future to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Police Chief Ackerman for his presentation.

OPEN DISCUSSION

Mayor Kingston asked Council if they had anything else they wished to discuss.

Town Manager Drew Havens was recognized to speak. Town Manager Havens stated that he would like to get consensus from Council, explaining that the Town has the opportunity to apply for a grant funding for beach nourishment. He explained that the State has a pot of money totaling \$10 million this year and next and the managers as well as the Dare County manager all discussed having Dare County prepare one application for all of the projects. He believed it would score better and would be something that Dare County would pay for. He explained that Dare County would pay CP&E to prepare the application, adding that the other managers have agreed to do this, but he did not think the other managers have gone before their boards yet. He asked Council for consensus to go this route.

It was *consensus* of the Council to move forward with the opportunity.

Councilor Lingard stated that it was alluded earlier in the meeting that the Town may be completing beach nourishment in the area south of the pier. He thought it was something that Council needed to get the public used to the idea that it may be happening as well as the tax implications because of it. He thought there would be some people that will not be in favor of the project and some that will want it, adding that he thought it was something that Council will need to start discussing that it was a possibility in 2027 that it may happen. He pointed out that the beach has changed in the short time he has lived in Duck, but thought it was something that Council needed to make public and make people aware sooner than later.

Town Manager Havens stated that at the end of Ken Willson's presentation, he mentioned that they would be hurrying up with the processing of the data to be developed this summer. He stated that late summer/early fall staff will be seeing the state of the beach then and he could have Mr. Willson come back before Council to give an update on where nourishment should be done.

Councilor Lingard stated that he would like to look at the demographics of Duck and what the definition of "permanent residents" was. He thought everyone that lived in Duck more than six months of the year considered themselves permanent residents, which was different from those that live here who don't have anywhere to go when the Town is evacuated because of a hurricane. He thought that number was lower. He pointed out that a lot of individuals on the electoral roll do not live in Town full-time, adding that he thought it would be useful to know how many people were actually full-time permanent residents. Town Manager Havens stated that staff would look at the census data to see if the data shows that information.

Councilor Chasen asked if there were a serious weather event and people needed to evacuate, would anyone know how many people were in Town. She further asked if there was a way to find out. Police Chief Ackerman stated that the Police Department is able to process every vehicle that enters Town, adding that the software they use can also show how many leave Town in order to figure out who did not leave.

Mayor Kingston stated that with regard to beach nourishment, once Council sees the data, this time next year it will have to be planned out whether or not nourishment would be needed. He pointed out that there was a two-year lead time as well as how it will be financed and whether new MSDs would need to be established. He stated that Council will need to be actively participating in that discussion next February.

Councilor Whitman moved to recess the meeting until Thursday, February 22, 2024 at 9:00 a.m.

Motion carried 5-0.

The time was 3:17 p.m.

RECONVENE

The Town Council for the Town of Duck reconvened at the Paul F. Keller Meeting Hall at 9:00 a.m. on Thursday, February 22, 2024.

COUNCIL MEMBERS PRESENT: Mayor Don Kingston; Mayor Pro Tempore Monica Thibodeau; Councilor Sandy Whitman; Councilor Brenda Chasen; and Councilor Kevin Lingard.

OTHERS PRESENT: Town Manager Drew Havens, Director of Community Development Joseph Heard; Town Attorney Robert Hobbs; Deputy Fire Chief Clarence Batschelet; Police Chief Jeffrey Ackerman; Police Lieutenant Melissa Clark; Director of Marketing and Information Kristiana Nickens; Finance & Human Resources Administrator Jessica Barnes; Zach Cockrum of Project Vesta; Chris Dewitt, Ricky Wiatt, JD Hines, and Andrew Topp of VHB, Inc.; Senior Planner Sandy Cross; and Town Clerk Lori Ackerman.

ABSENT: Fire Chief Donna Black.

Mayor Kingston called the meeting to order at 9:00 a.m. He welcomed everyone to the Retreat.

Mayor Kingston thanked everyone that was viewing the meeting remotely and to ensure an orderly meeting, the Retreat was not open for public comments, but the audience was welcome to talk to Council and staff during the breaks. He stated that the meeting recording would be available on the Town's YouTube channel as soon as possible after the meeting. He noted that at 11:30 a.m., Council and staff would recess for a lunch and other business with no food provided for the public this year, adding that snacks were available throughout the day.

PROJECT VESTA UPDATE

Zach Cockrum of Project Vesta was recognized to speak. Mr. Cockrum gave a short presentation on Project Vesta to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Zach Cockrum for his presentation.

UPDATES FROM VANASSE, HANGEN BRUSTLIN, INC.

Chris Dewitt, Ricky Wiatt, and JD Hines of VHB were recognized to speak. Mr. Dewitt, Mr. Wiatt, and Mr. Hines went on to give a short presentation on the various projects they are working on to Council and the audience. They then took questions from Council.

Mayor Kingston thanked Chris Dewitt, Ricky Wiatt, and JD Hines for their presentation. He called for a 15-minute break. The time was 10:39 a.m.

Mayor Kingston reconvened the meeting.

TRAFFIC MITIGATION

Andrew Topp of VHB was recognized to speak. Mr. Topp went on to give a short presentation on the findings of a prior traffic and pedestrian study as well as discussing potential strategies to improve traffic during the summer season to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Andrew Topp for his presentation. He recessed the meeting for lunch. The time was 11:34 a.m.

Mayor Kingston reconvened the meeting.

RENTAL HOME OCCUPANCY/SEPTIC CAPACITY

Senior Planner Sandy Cross was recognized to speak. Senior Planner Cross gave a short presentation on the prior research that was reported to Council at their December 6, 2023 meeting regarding rental home occupancy and septic capacity to Council and the audience. She then took questions from Council.

It was *consensus* of Council to continue with education on septic capacity as well as rental home occupancy.

Mayor Kingston thanked Senior Planner Cross for her presentation.

CAPITAL IMPROVEMENT PLAN DRAFT REVIEW

Town Manager Havens gave a presentation on the draft 2025-2029 Capital Improvement Plan as well as a review of debt ratios to Council and the audience. He then took questions from Council.

At approximately 12:55 p.m., Town Attorney Hobbs left the meeting.

Mayor Kingston thanked Town Manager Havens for his presentation. He called for a 15-minute break. The time was 2:08 p.m.

Mayor Kingston reconvened the meeting.

E-BIKES – SIDEWALK AND MULTI-USE PATH USE

Police Chief Jeffrey Ackerman was recognized to speak. Police Chief Ackerman gave a presentation on electric bicycles and the use of them on the Duck Trail and sidewalks in the Village area to Council and the audience. He then took questions from Council.

It was *consensus* of Council to direct staff to draft an ordinance for Town Attorney Hobbs to review and then present it at Council's April 3, 2024 meeting.

At approximately 3:10 p.m., Mayor Pro Tempore Thibodeau left the meeting.

LOW SPEED VEHICLES

Police Chief Ackerman gave a presentation on low-speed vehicles and the efforts to improve the safety of those using them to Council and the audience. He then took questions from Council.

It was *consensus* of Council to direct staff to draft ordinance changes to be presented at Council's April 3, 2024 meeting.

Mayor Kingston thanked Police Chief Ackerman for his presentations.

OPEN DISCUSSION

Mayor Kingston asked Council if they had anything else they wished to discuss. There was nothing to discuss.

Mayor Kingston thanked the audience for attending the Retreat, further thanking staff and all of the presenters for their work. He felt that everyone did a great job. He noted that the next meeting would be the Regular Meeting on Wednesday, March 6, 2024 at 1:00 p.m.

ADJOURNMENT

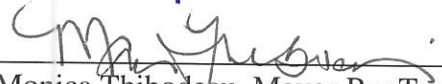
Councilor Whitman moved to adjourn the meeting.

Motion carried 4-0. The time was 3:48 p.m.



Lori A. Ackerman, Town Clerk

Approved: April 3, 2024



Monica Thibodeau, Mayor Pro Tempore

