

**TOWN OF DUCK
TOWN COUNCIL
RETREAT
March 8 & 9, 2016**

The Town Council for the Town of Duck convened at the Duck Meeting Hall at 8:30 a.m. on Tuesday, March 8, 2016.

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; Dr. Jesse McNinch of the Duck Field Research Facility; Robbie Fearn of Pine Island Audubon; Chris Dewitt of VHB, Inc.; Building Inspector Cory Tate; Permit Coordinator Sandy Cross; Public Information Officer Denise Walsh; and Town Clerk Lori Ackerman.

ABSENT: Town Attorney Robert Hobbs.

Mayor Kingston called the meeting to order at 8:33 a.m. He welcomed everyone to the Retreat.

DEPARTMENTAL UPDATES

Community Development

Director of Community Development Joe Heard, Permit Coordinator Sandy Cross and Building Inspector Cory Tate were recognized to speak. Director Heard, Permit Coordinator Cross and Building Inspector Tate gave short presentations on the Community Development Department and what they do to Council and the audience.

Mayor Kingston thanked Director Heard, Permit Coordinator Cross and Building Inspector Tate for their presentations. He called for a 10 minute break. The time was 9:55 a.m.

Mayor Kingston reconvened the meeting.

FINANCIAL OVERVIEW

FY 2016 and Preliminary FY 2017 Analysis/Update

Town Manager Christopher Layton was recognized to speak. Town Manager Layton gave an analysis and update on Fiscal Year 2016 as well as a preliminary Fiscal Year 2017 analysis to Council and the audience, touching on budgetary goals, building permits, the beach nourishment project, revenues and expenditures.

Draft FY 2017 Capital Improvements Program

Town Manager Layton gave a presentation on the Draft FY 2017 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 12:00 p.m.

Mayor Kingston reconvened the meeting.

PRESENTATIONS ON SEA-LEVEL RISE

Dr. Jesse McNinch of the Duck Field Research Facility was recognized to speak. Dr. McNinch gave a short presentation on sea-level rise to Council and the audience. He then took questions from the audience.

Mayor Kingston thanked Jesse McNinch for his presentation.

Robbie Fearn of the Pine Island Audubon was recognized to speak. Mr. Fearn gave a short presentation on the activities of the Audubon to Council and the audience. He then took questions from the audience.

Mayor Kingston thanked Robbie Fearn for his presentation. He called for a 15 minute break. The time was 2:59 p.m.

Mayor Kingston reconvened the meeting.

UPDATE ON COMPREHENSIVE PEDESTRIAN PLAN

Chris Dewitt of VHB, Inc. was recognized to speak. Mr. Dewitt gave a short presentation on the Town's comprehensive pedestrian plan to Council and the audience. He then took questions from Council and the audience.

Mayor Kingston thanked Chris Dewitt for his presentation. He recessed the meeting until Wednesday, March 9, 2016 at 8:30 a.m.

The time was 4:29 p.m.

RECONVENE

The Town Council for the Town of Duck reconvened at the Duck Meeting Hall at 8:30 a.m. on Wednesday, March 9, 2016.

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; Fire Chief Donna Black; Deputy Fire Chief William Walker; Police Chief John Cueto; Police First Sergeant Jeffrey Ackerman; Police Sergeant Melissa Clark; Master Police Officer Joseph Knight; Police Officer Jason Garrett, Police Officer Tara Poulin, Police Officer Tammy Bybee; Town Attorney Robert Hobbs; Ken Willson of Coastal Planning and Engineering; Julien Devisse of Coastal Planning and Engineering; Ocean Rescue Director Mirek Dabrowski; Public Information Officer Denise Walsh; and Town Clerk Lori Ackerman.

ABSENT: Director of Community Development Joe Heard.

Mayor Kingston called the meeting to order at 8:33 a.m.

PUBLIC SAFETY UPDATES

Police

Police Chief John Cueto was recognized to speak. Police Chief Cueto gave a presentation on the Duck Police Department's activities to Council and the audience.

Police First Sergeant Jeffrey Ackerman was recognized to speak. First Sergeant Ackerman gave a presentation on radar signage and the associated trailers in Duck to Council and the audience.

Police Sergeant Melissa Clark was recognized to speak. Sergeant Clark gave a short presentation on the Police Department's fitness program to Council and the audience.

Police Officer Jason Garrett was recognized to speak. Officer Garrett gave a short presentation on zero motorcycles and the use of the new shooting range to Council and the audience.

Police Chief Cueto gave a short presentation on the fixed license plate reader program to Council and the audience.

Police Officer Tara Poulin was recognized to speak. Officer Poulin gave a short presentation on Nalaxone and how it works with heroin overdoses to Council and the audience.

Master Police Officer Joseph Knight was recognized to speak. Master Officer Knight gave a short presentation on body worn cameras to Council and the audience.

Police Officer Tammy Bybee was recognized to speak. Officer Bybee gave a short presentation on human trafficking to Council and the audience.

Mayor Kingston thanked Chief Cueto, the Sergeants and Police Officers for their presentations. He called for a five minute break. The time was 10:04 a.m.

Mayor Kingston reconvened the meeting.

Fire

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

Town Manager Layton noted that the third phased in firefighter was still lingering. He asked Council how they wished to deal with moving forward with it. He added that he was looking at an April timeframe to bring a person on board. He asked Council if they wished to address it at this meeting or have it put on the April 6, 2016 agenda. Mayor Kingston asked if it was in the 2016 estimate and the 2017 budget. Town Manager Layton stated that it was, adding that it was reflected in the bottom line.

Mayor Pro Tempore Thibodeau clarified that a budget amendment would be needed since this was not in the original budget. Town Manager Layton stated that she was correct. Mayor Pro Tempore Thibodeau clarified that Council was waiting to see how things looked financially with regard to whether or not the third firefighter would be brought on board. She added that it looked

like the Town was in good shape. She stated that she would be in favor of making the decision at this meeting. Councilor Britt agreed.

Councilor Burdick moved to add a third full-time firefighter as of April 1, 2016.

Motion carried 5-0.

Mayor Kingston thanked Fire Chief Black for her presentation.

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.

DEPARTMENTAL UPDATES

Public Relations/Events

Public Information Officer Denise Walsh was recognized to speak. Public Information Officer Walsh gave a presentation on the 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 12:26 p.m.

Mayor Kingston reconvened the meeting.

BEACH MANAGEMENT UPDATE

Beach Nourishment Project Update

Ken Willson of Coastal Planning and Engineering was recognized to speak. Mr. Willson gave an update on the Town's beach nourishment project to Council and the audience, noting that the project should be completed in Duck between April 1 and June 1, 2017 before moving to Kitty Hawk and then Kill Devil Hills.

Overview of 2015 Beach Profile Surveys

Julien Devisse of Coastal Planning and Engineering was recognized to speak. Mr. Devisse gave a presentation on the 2015 beach profile surveys to Council and the audience. Mayor Kingston allowed the audience to ask questions of Ken Willson and Julien Devisse.

Mayor Kingston thanked Ken Willson and Julien Devisse for their presentations. He called for a 15 minute break. The time was 3:04 p.m.

Mayor Kingston reconvened the meeting.

OTHER ISSUES

Discussion of 2022 Vision

Mayor Kingston stated that back in 2012, the Town Council and staff spent several days putting together a 10-year, 2022 Vision. He added that they were now approaching the five year mark and a discussion needed to be had on whether Council needed to take another look at another five years to 2027; update the action plans as many of the items on the 3-5 year plan have been completed and thought there may be new action plans that could be included. He stated that one discussion could be to re-engage A. Tyler St. Clair, who was the consultant at the 2012 meeting, to come work once again with the Town staff and Council in 2017 to perform an update on the plan.

Councilor Britt asked Mayor Kingston if he envisioned a one-day meeting with A. Tyler St. Clair to review the goals. Mayor Kingston thought one to two days would be sufficient. Town Manager Layton stated that he added funds into Council's budget for next year for any review of the Vision. He stated that if Council wished to move forward with it or explore it, he could contact A. Tyler St. Clair and ask what she would recommend for a review and update. He thought it would take about a day and a half to deal with any issues that come up. He thought the Vision should not be redone but it could be re-calibrating by looking at the goals. He pointed out that the goals were on-going but felt that the living shoreline erosion project could be removed due to permitting issues. He added that it could come back. He noted that Council has not addressed the Public Safety building but it was something that was tentatively in the budget for next year.

Mayor Pro Tempore Thibodeau thought it was phenomenal to get the 10 year Vision going and thought that whole exercise served Council extremely well. She wanted to understand the idea that, being five years in, Council would extend it another five years so there would always be a 10 year Vision. She asked if that was what Council was trying to accomplish. Councilor Britt viewed it as more of an update by looking at the goals and seeing what has been accomplished. He added that if there was a goal that was accomplished, then something could be added to it. He thought it was continuing the 2022 Vision and not writing another 10 year Vision.

Councilor Burdick thought it was something that gave Council the opportunity to reflect after five years and if Council was happy with the Vision the way it was. He asked if there were additions, minor changes or other things that could be put in. He stated that it allowed Council to extend its outlook out 10 years as far as what they felt the goals were. He thought it was an appropriate time to get together and obtain input. He stated that he liked the idea of getting A. Tyler St. Clair's input as to what a good approach would be.

Mayor Pro Tempore Thibodeau thought A. Tyler St. Clair could send Council something in advance that they could think about. Town Manager Layton agreed. Councilor Burdick thought with her input, she could better guide Council on where they should go.

Councilor Caviness noted that Council spent the better part of two days at this Retreat hearing from Town staff about forecasts and their perspectives on capacity building in each department and how it fits into the Town. She thought it presented a great opportunity to take that and try to realize some specific things and make the next five years more specific than to come up with another list of broad statements. Town Manager Layton thought aspects of the Vision will change. He noted that it talked of the beach trail, which was looked at but he wasn't sure it was a continued goal since it wasn't feasible. He wondered if it should remain in the Vision for another five years. He stated that there was nothing in there about outdoor dining areas with live

entertainment but it appeared to now be a characteristic of Duck. He stated that the Town had very specific items related to the comprehensive pedestrian plan that could be specific goals in the Vision. He added that there were some specific goals that needed to be developed in the 3-5 year goals.

Mayor Kingston thought the key point was that this was a 10 year plan and Council should not wait until the end of the 10 years to start over. He felt it should be a living document and could have some minor modifications to the Vision. He thought the actions plans could be reviewed since they have changed. He thought that since the Vision was a living document, it should be reviewed every five years so it would always be moving forward.

Councilor Caviness stated that if Council did not have a lot of time to work with A. Tyler St. Clair, Council could collectively pull out some of the most important pieces where they wanted to put their focus. She thought that Town staff does a lot more with fewer people than any other town with excellence. She added that there was a point at which the capacity was filled and thought looking organizationally at Human Resources and what it would take to maintain it as it was a lot for the staff to deal with. Mayor Pro Tempore Thibodeau thought Councilor Caviness brought up a good point, but wasn't sure it played into the Vision. Councilor Caviness noted that it did under "Address Human Resources". She added that it wasn't in there but was an underlying piece as staff makes sure things get executed. Mayor Pro Tempore Thibodeau thought it was a good discussion point for Council regardless of the Vision. She suggested it be discussed as a separate topic. Councilor Britt agreed with Councilor Caviness and Mayor Pro Tempore Thibodeau's comments that staff time was a separate topic and did contribute to every part of the Vision.

Councilor Burdick thought it was a great topic but Council needed to look at the Vision and the overriding objectives to see if staff should be folded in somehow. He thought it was appropriate to include it as part of the Vision review. He felt that specific objectives alone should be looked at, but to start with seeing if Council was satisfied with the way the Vision was written and the broad objectives. He thought having a discussion with A. Tyler St. Clair beforehand would give Council the guidance it needed.

Mayor Kingston suggested that Town Manager Layton and Councilor Caviness work with A. Tyler St. Clair to discuss the next steps for Council.

COUNCIL MEMBER ISSUES

Council/Board Compensation

Mayor Kingston stated that he had brought up Council/Board compensation back in the fall. He stated that at that point, he noticed that three other towns were increasing compensation to their Councils, Commissioners and Boards. He added that some had cost of living increases, but it prompted him to question if Duck was keeping pace with the other towns in that meetings were running longer. He stated that he had asked Town Manager Layton and Town Clerk Lori Ackerman to do some research on what the other towns were compensating their boards. He added that he wasn't advocating anything but wanted to have a discussion if it was something that Council needed to look at. Council then had a short discussion on the issue.

Mayor Pro Tempore Thibodeau moved to allow Council, the Planning Board and Board of Adjustment to be compensated for their mileage outside of meetings in the Town of Duck.

Motion carried 5-0.

Noise Ordinance Enforcement

Councilor Burdick stated that the Town’s use of outdoor music and entertainment was expanding. He added that the Town does have a noise ordinance; however, he felt it was becoming a large enough issue that it should be ensured that some degree of control be maintained without being overly harsh on the businesses. He stated that it wasn’t just the restaurants that have entertainment but some of the shopping centers have music as well. He thought it would be appropriate if the Planning Board took another look at the ordinance to see if it was adequate or if they have recommendations on monitoring it to keep the sound level in Town at a reasonable level. Council went on to have a short discussion on the issue.

It was *consensus* of Council to monitor things and have the Police Department respond to noise issues as needed and if it becomes more of an issue, it will be addressed at that time.

List of Prohibited Uses Review


Mayor Kingston stated that the issue came up at the March 2, 2016 Council meeting when the list came before Council. He stated that the suggestion was to bring it to the Retreat. He noted that it was still an exclusive list. He suggested rather than getting into all of the details of the list, it should be imperative that Council move forward and put it in place and then have the Planning Board refine any of the uses. He added that if someone comes forward with something that was on the list, it could be changed via a text amendment as an exclusion. Council, Town Manager Layton and Town Attorney Hobbs had a discussion on the list with regard to the April 6, 2016 public hearing on it.


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

ADJOURNMENT

Councilor Burdick moved to adjourn the meeting.

Motion carried 5-0. The time was 4:52 p.m.


Lori A. Ackerman, Town Clerk

Approved: May 4, 2016

Don Kingston, Mayor

