

**TOWN OF DUCK
TOWN COUNCIL
RETREAT
February 17 & 18, 2021**

The Town Council for the Town of Duck convened at the Paul F. Keller Meeting Hall at 9:00 a.m. on Wednesday, February 17, 2021.

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

OTHERS PRESENT: Town Manager Drew Havens, Director of Community Development Joe Heard; Fire Chief Donna Black; Deputy Fire Chief Clarence Batschelet; Police Chief Jeffrey Ackerman; Police Lieutenant Melissa Clark; Director of Marketing and Information Christian Legner; Town Attorney Robert Hobbs; Teresa Osborne of Dowdy & Osborne; Chris Dewitt of VHB, Inc.; Ken Willson of APTIM; Sheila Davies of the Dare County Health & Human Services Department; Becky Veazey of The MAPS Group; and Town Clerk Lori Ackerman.

ABSENT: Public Relations Administrative Assistant Betsy Trimble and Deputy Town Clerk Kristiana Nickens.

Mayor Kingston called the meeting to order at 9:00 a.m. He welcomed everyone to the Retreat. He welcome Drew Havens as the new Town Manager and thanked Director of Community Development Joe Heard for his hard work over the past seven months as Interim Town Manager.

Mayor Kingston thanked everyone that was viewing the meeting remotely and to ensure an orderly meeting, he asked the audience to follow the guidelines for those that wished to submit comments; however, no public comments would be read during the Retreat. He stated that the meeting recording would be available on the Town's YouTube channel as soon as possible after the meeting.

FINANCIAL OVERVIEW

Proposed Budget Adoption Schedule FY 2022

Director of Community Development Joe Heard was recognized to speak. Director Heard reviewed the proposed budget adoption schedule for Fiscal Year 2022 with Council and the audience, noting that April will be when the proposed budget would be presented and then work sessions would be scheduled.

Councilor Caviness moved to approve the proposed budget adoption schedule as presented.

Motion carried 5-0 via roll call.

FY 2021 and Preliminary FY 2022 Analysis/Update

Teresa Osborne of Dowdy & Osborne was recognized to speak. Ms. Osborne gave an analysis and update on Fiscal Year 2021 as well as a preliminary Fiscal Year 2022 analysis to Council and the audience, touching on budgetary goals, beach renourishment, revenues, and expenditures. She then took questions from Council.

Draft FY 2022 Capital Improvements Program

Director Heard gave a presentation on the draft FY 2022 Capital Improvements Program to Council and the audience. He then took questions from Council.

Development Activities

Director Heard gave a short presentation on the Town's development activities in Town. He then took questions from Council.

Mayor Kingston thanked Director Heard and Teresa Osborne for their presentations. He called for a 15-minute break. The time was 11:03 a.m.

Mayor Kingston reconvened the meeting.

UPDATES FROM COASTAL PROTECTION ENGINEERING (CPE)

2022 Beach Renourishment Engineering/Permitting

Ken Willson of APTIM was recognized to speak. Mr. Willson gave an update on the beach renourishment engineering and permitting to Council and the audience. He then took questions from Council.

Annual Beach/Dune Survey

Ken Willson gave a short presentation on the annual beach and dune survey to Council and the audience. He then took questions from Council.

Rapid Beach Assessment Monitoring

Ken Willson gave a short presentation on the rapid beach assessment monitoring to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Ken Willson for his presentations. He recessed the meeting for lunch. The time was 12:39 p.m.

Mayor Kingston reconvened the meeting.

COVID-19 UPDATE

Sheila Davies of the Dare County Health & Human Services Department was recognized to speak. Ms. Davies gave a short update on COVID-19, touching on the current cases and availability of vaccines, to Council and the audience. She then took questions from Council.

Mayor Kingston thanked Sheila Davies for her presentation.

UPDATES FROM VANESSE, HANGEN, BRUSTLIN (VHB)

BRIC Grant – Living Shoreline, Sidewalks/Bicycle Lane, and NC Highway 12 Elevation

Chris Dewitt of VHB was recognized to speak. Mr. Dewitt gave an update on the BRIC grant to Council and the audience. He then took questions from Council.

Overview of Duck Town Park Shoreline Protection and Public Safety Building Projects

Chris Dewitt gave a short overview of the Duck Town Park shoreline protection and Public Safety building projects to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Chris Dewitt for his presentations. He called for a 20-minute break. The time was 2:24 p.m.

Mayor Kingston reconvened the meeting.

UPDATES FROM BECKY VEAZEY, THE MAPS GROUP

Personnel Policy Review

Becky Veazey of The MAPS Group was recognized to speak. Ms. Veazey gave a short presentation on the Town's personnel policy review that is currently being completed to Council and the audience. She then took questions from Council.

Position Classification/Salary Study

Becky Veazey gave a short presentation on the Town's position classification and salary study that was currently being conducted to Council and the audience. She then took questions from Council.

Mayor Kingston thanked Becky Veazey for her presentations.

ADDITIONAL DISCUSSION

There were no other issues to discuss.

Councilor Whitman moved to recess the meeting until Thursday, February 18, 2021 at 9:00 a.m.

Motion carried 5-0 via roll call. The time was 3:00 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 18, 2021.

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

OTHERS PRESENT: Town Manager Drew Havens, Director of Community Development Joe Heard; Fire Chief Donna Black; Deputy Fire Chief Clarence Batschelet; Police Chief Jeffrey Ackerman; Police Lieutenant Melissa Clark; Director of Marketing and Information Christian Legner; Public Relations Administrative Assistant Betsy Trimble; Town Attorney Robert Hobbs; and Town Clerk Lori Ackerman.

ABSENT: Deputy Town Clerk Kristiana Nickens.

Mayor Kingston called the meeting to order at 9:09 a.m. He welcomed everyone to the Retreat.

Mayor Kingston thanked everyone that was viewing the meeting remotely and to ensure an orderly meeting, he asked the audience to follow the guidelines for those that wished to submit comments; however, no public comments would be read during the Retreat. He stated that the meeting recording would be available on the Town's YouTube channel as soon as possible after the meeting.

DEPARTMENTAL UPDATES

Community Development

Director of Community Development Joe Heard was recognized to speak. Director Heard gave a short presentation on the Community Development Department and what they do to Council and the audience as well as the need for additional employees. He then took questions from Council.

Mayor Kingston thanked Director Heard for his presentation. He called for a 10-minute break. The time was 10:38 a.m.

Mayor Kingston reconvened the meeting.

DEPARTMENTAL UPDATES

Public Information/Marketing/Events

Director of Marketing and Special Events Christian Legner and Public Relations Assistant Betsy Trimble were recognized to speak. Director Legner and Public Relations Assistant Trimble gave a presentation on the marketing, outreach, and information they did to Council and the audience. They then took questions from Council.

Mayor Kingston thanked Director Legner and Public Relations Assistant Trimble for their presentations. He recessed the meeting for lunch. The time was 12:26 p.m.

Mayor Kingston reconvened the meeting.

OVERVIEW OF CONTRACTED SERVICES

Solid Waste Collection/Recycling; Landscaping/Grounds Maintenance; Audit/Financial Services; Information Technology Services; Cleaning Services

Director Heard reviewed the various contracted services in Town to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Director Heard for his presentation.

DEPARTMENTAL UPDATES

Police

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, including the need for two additional police officers to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Police Chief Ackerman for his presentation. He called for a 15-minute break. The time was 2:25 p.m.

Mayor Kingston reconvened the meeting.

Fire

Fire Chief Donna Black was recognized to speak. Fire Chief Black gave a presentation on the Duck Fire Department's activities, the need for two additional firefighters, and

what they were looking to accomplish in the future to Council and the audience. She then took questions from Council.

Mayor Kingston thanked Fire Chief Black for her presentations. He called for a 10-minute break. The time was 3:56 p.m.

Mayor Kingston reconvened the meeting.

Surf Rescue

Surf Rescue Director Mirek Dabrowski was recognized to speak. Surf Rescue Director Dabrowski gave a short presentation on Surf Rescue's activities to Council and the audience. He then took questions from Council.

Mayor Kingston thanked Surf Rescue Director Dabrowski for his presentation.

Fire Chief Black, Police Chief Ackerman, Town Clerk Lori Ackerman, and Director Legner presented Director Heard with a thank you gift from all staff for his hard work as Interim Town Manager.

800MHz Radios

Deputy Fire Chief Clarence Batschelet was recognized to speak. Deputy Fire Chief Batschelet gave a short presentation on the Public Safety's 800MHz radios to Council and the audience. He then took questions from Council.

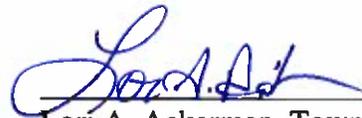
Mayor Kingston thanked Deputy Fire Chief Batschelet for his presentation.

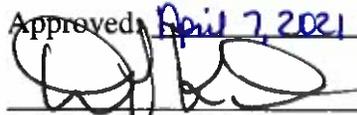
Mayor Kingston thanked the audience, staff, and all of the presenters for their work. He felt that everyone did a great job. He noted that the next meeting would be the Regular Meeting on Wednesday, March 3, 2021 at 6:00 p.m.

ADJOURNMENT

Councilor Whitman moved to adjourn the meeting.

Motion carried 5-0 via roll call. The time was 5:06 p.m.


Lori A. Ackerman, Town Clerk

Approved: April 7, 2021

Don Kingston, Mayor

