

**TOWN OF DUCK
TOWN COUNCIL
MID-MONTH MEETING
July 17, 2024**

The Town Council for the Town of Duck convened at the Paul F. Keller Meeting Hall at 1:00 p.m. on Wednesday, June 19, 2024.

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

COUNCIL MEMBERS ABSENT: Mayor Pro Tempore Monica Thibodeau.

OTHERS PRESENT: Town Manager Drew Havens; Town Attorney Robert Hobbs; Community Engagement Coordinator Betsy Trimble; Deputy Town Clerk Christy Drumheller; and Town Clerk Lori Ackerman.

OTHERS ABSENT: Director of Community Development Joseph Heard; Police Chief Jeffrey Ackerman; Fire Chief Donna Black; Public Information and Events Director Kristiana Nickens; and Finance and Human Resources Manager Jessica Barnes.

Mayor Kingston called the meeting to order at 1:00 p.m. He noted that Mayor Pro Tempore Monica Thibodeau was excused from the meeting.

Discussion/Consideration of a Contract between the Town of Duck and Dills Architects for Architectural Services related to the Initial Design of a new Public Safety Facility

Town Manager Drew Havens was recognized to speak. Town Manager Havens went on to give a short overview of the contract between the Town of Duck and Dills Architects for architectural services for the initial design of a new Public Safety facility with Council and the audience.

Mayor Kingston asked if it was Town Manager Havens' intent to complete the rest of the RFQ in the next fiscal year. Town Manager Havens stated that it was, adding that the intent would be to continue the design process in the coming fiscal year which would run concurrently with trying to get the land lease done. He noted that it has been making more progress than what has been done in three years and was moving somewhat. He added that this contract would take about six months to complete and he wanted to get it done, which would result in renderings, elevations, and a schematic floor plan. He pointed out that there would not be any construction drawings.

Mayor Kingston clarified that Dills Architects will give the Town a footprint for the land it is trying to acquire from the Army Corps of Engineers. Town Manager Havens explained that the programmatic work will help the Town get a handle on how much land

will be needed. He noted that the Town will lease per square foot and if more land was not needed, more would not be leased.

Councilor Whitman moved to approve the contract with Dills Architects, P.C. for the initial design work for a Public Safety facility and authorize the Town Manager and Town Attorney to make any necessary non-substantive revisions in the contract language and authorize the Town Manager to execute the contract on behalf of the Town.

Motion carried 4-0.

Discussion of Revising the Town Manager Annual Evaluation Form

Mayor Kingston stated that the Town hired Town Manager Havens in February 2021 and his contract called for a six-month review in August 2021 and then annually thereafter. He stated that over the years, Council has given him its annual review in August and will be doing it again at Council's August 7, 2024 meeting. He added that he and Town Manager Havens have had many discussions about the form that was used for many years. He noted that Town Manager Havens wished to amend the review form to conform with what is used for the rest of the Town employees. He stated that he asked Town Manager Havens to present that new form since it was different from what Council used to do.

Town Manager Havens gave a short overview of the annual evaluation form as well as the process for it to Council and the audience.

Mayor Kingston pointed out that the new form showed the review period as July 1 to June 30, which was for consistency, but by Town Manager Haven's contract, it was August 1 through July 31. He asked if that was correct. Town Manager Havens stated that he could change the review period dates on the form. He added that he wanted to look at the contract language as he thought he may need to have his review in August and if that was the case, the rating period could be whatever. He pointed out that all other employees' rating period was July 1 through June 30 and the evaluations do not get delivered until September of each year with the merit increases kicking in on the first pay period in October. He reiterated that he wanted to look at the contract language. Mayor Kingston thought it was fine, but pointed out that Town Manager Havens' new salary has always had an effective date of August 1.

Councilor Chasen asked when Council would get together to meet to discuss the evaluation. She further asked if it had to be during an open meeting or closed session during a regular meeting. Town Manager Havens stated that it would be done in closed session at Council's August 7, 2024 meeting, adding that ahead of the meeting, Council will need to decide the weightings and when they want the form back. He explained that all five Council members would complete sections 2, 3, 4, and 5 and then decide who would receive all of them back. Councilor Chasen volunteered to do that. Town Manager Havens explained that Council would fill out those sections, a deadline would

be set to have it in to Councilor Chasen and she will combine the narrative comments and he will provide an Excel spreadsheet that will complete the calculations for her.

Councilor Chasen asked if the rest of Council could send her their review forms and she can consolidate them, adding that it would not be completed at their meeting. Town Manager Havens stated she was correct. Councilor Chasen asked if she could send her consolidated report to Council to make sure she put down what everyone expected. Town Attorney Robert Hobbs was recognized to speak. Town Attorney Hobbs recommended that Councilor Chasen not send a group email as it could be considered a Council meeting. Councilor Chasen stated that she would send individual emails to Council.

Mayor Kingston stated that there would be a closed session at the August 7, 2024 meeting where Council will go into closed session to discuss the results of the evaluation form and then determine salary and bonus. He stated that he will have that information available from prior years. He added that Council would have Town Manager Havens join them to have his annual review completed and then Council comes out of closed session to announce the results. He clarified that this was different from the standpoint of the scoring because Town Manager Havens could assist Councilor Chasen but he would receive the review before that if he does assist her. Town Manager Havens stated that he did not need to see any of the information prior to meeting with Council. He added that if Councilor Chasen had any questions, he could help with the Excel spreadsheet.

Mayor Kingston clarified that Town Manager Havens already completed his part of the evaluation form. Town Manager Havens stated that he had. Mayor Kingston suggested that Council have their input finished and to Councilor Chasen by July 31, 2024. Town Manager Havens stated that would double check the review period in his contract and will have that to Council later in the day along with his self-evaluation. He asked if the weights in Section 6 were fair or if there needed to be an adjustment. It was *consensus* of Council to change the weights to 25 for Town Council Relationships; 15 for Public Relations and Communication; 25 for Fiscal Management; 10 for Intergovernmental Affairs; and 25 for Supervision and Leadership.

Mayor Kingston asked with regard to the rating level if Council would give a number or not. Town Manager Havens explained that each of the dropdowns in Section 4 would be where Council would select one of those five. He added that Councilor Chasen will take those five and note who picked which rating and the calculator will decide the numeric value of those and then an average will be done to translate back into one of those five rated categories.

Mayor Kingston thanked Town Manager Havens for his presentation.

Mayor Kingston noted that the next meeting would be the Regular Meeting on Wednesday, August 7, 2024 at 1:00 p.m.

ADJOURNMENT

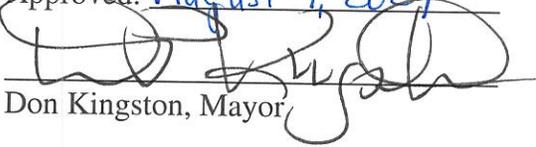
Councilor Whitman moved to adjourn the meeting.

Motion carried 4-0.

The time was 1:52 p.m.



Lori A. Ackerman, Town Clerk

Approved: August 7, 2024


Don Kingston, Mayor

