

**TOWN OF DUCK
TOWN COUNCIL
MID-MONTH MEETING
September 17, 2025**

The Town Council for the Town of Duck convened at the Paul F. Keller Meeting Hall at 1:00 p.m. on Wednesday, September 17, 2025.

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

COUNCIL MEMBERS ABSENT: Councilor Kevin Lingard.

OTHERS PRESENT: Town Manager Drew Havens; Development and Infrastructure Director/Assistant Town Manager Connor Winstead; Community Engagement Coordinator Betsy Trimble; and Deputy Town Clerk Christy Hanks.

OTHERS ABSENT: Police Chief Jeffrey Ackerman; Fire Chief Matthew Dudek; Town Attorney Robert Hobbs; Finance Administrator Lauren Creech; Public Information and Events Director Kristiana Nicken; and Town Clerk Lori Ackerman.

Mayor Kingston called the meeting to order at 1:01 p.m. He noted that Councilor Kevin Lingard was excused from the meeting.

Discussion/Consideration of Authorizing the Town Manager to Negotiate and Execute a Contract with D&B Bulkheads in the Amount of \$499,777 for the Town Park Shoreline Improvements Project and Approve Budget Amendment #2 for FY 2026, Increasing the Amount of Fund Balance Appropriated by \$114,477 to Cover the Project Funding Shortfall

Development and Infrastructure Director/Assistant Town Manager Connor Winstead was recognized to speak. Assistant Town Manager Winstead explained that VHB Engineering designed shoreline improvements in the Currituck Sound behind the Town Park that consisted of the installation of 10 vertical sill structures and 130 linear feet of riprap revetment for the purpose of shoreline stabilization. He noted that the project was initially intended to be completed in two phases, with \$168,420 budgeted for Fiscal Year 2025 for Phase 1 for the riprap and revetment, but due to permitting and other issues, the project could not be phased as planned and the unspent funds went to the Fund Balance at the end of Fiscal Year 2025.

Assistant Town Manager Winstead stated that the advertisement for bids was released on July 1, 2025 with a mandatory pre-bid meeting held on July 25, 2025 that had several potential bidders in attendance. He stated that an initial bid opening was scheduled for August 21, 2025 and then rescheduled to August 26, 2025 due to Hurricane Erin; however, since only two bidders submitted bids, a readvertisement for bids was released on August 26, 2025 with a bid opening on September 9, 2025. He pointed out that two

bids were received from qualified bidders – D&B Bulkheads for \$499,777.00 and Millstone Marine for \$640,992.00. He added that D&B Bulkheads provided the lowest responsible bid for the shoreline improvements, which was \$114,477 more than what was appropriated in the Fiscal Year 2026 budget ordinance.

Assistant Town Manager Winstead stated that staff recommended accepting the bid from D&B Bulkheads and authorize the Town Manager to negotiate and execute a contract in the amount of \$499,777. He noted that if Council decided to accept the bid and authorize the Town Manager to negotiate and execute the contract, staff also recommended approval of Budget Amendment #2, which would appropriate an additional \$114,477 from the Fund Balance to cover the shortfall in funding.

Mayor Kingston asked if D&B Bulkheads was a local company. Assistant Town Manager Winstead stated that they were.

Councilor Chasen asked if the riprap stone was the same as what was done with the BRIC project. Assistant Town Manager Winstead believed that it should be similar.

Mayor Pro Tempore Thibodeau asked if Council approved the contract, when the contract would plan to start. Assistant Town Manager Winstead stated that it would be after the jazz festival.

Councilor Whitman thanked staff. He noted that staff have been trying to obtain permits for the project for seven years. Mayor Pro Tempore Thibodeau agreed, noting that it has been a real education.

Councilor Whitman moved to authorize the Town Manager to negotiate and execute the contract as presented.

Motion carried 4-0.

Mayor Pro Tempore moved to approve the budget amendment as presented.

Motion carried 4-0.

Mayor Kingston noted that the next meeting would be the Regular meeting on Wednesday, October 1, 2025 at 1:00 p.m.

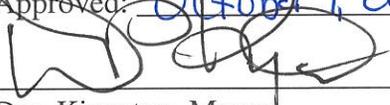
ADJOURNMENT

Councilor Whitman moved to adjourn the meeting.

Motion carried 4-0.

The time was 1:07 p.m.


Lori A. Ackerman, Town Clerk

Approved: October 1, 2025

Don Kingston, Mayor

