



## *Albemarle RPO Board Meetings*

*Thursday, April 20, 2022 10:00 am via Zoom*

<https://us06web.zoom.us/j/81678986743?pwd=RGIGOXEzdmczR2gwOER1dW1iRHhxdz09>

### **Rural Technical Coordinating Committee: Starts at 10:00 AM**

- |                                                                 |                         |
|-----------------------------------------------------------------|-------------------------|
| 1. Call to Order                                                | Rhett White, RTCC Chair |
| 2. Roll Call                                                    | Rhett White, RTCC Chair |
| 3. Agenda Approval                                              | Rhett White, RTCC Chair |
| 4. Approval/ Adoption of Minutes from February 17, 2022 meeting | Rhett White, RTCC Chair |
| 5. FY 2022-2023 Planning Work Program                           |                         |
| Approval                                                        | Rhett White, RTCC Chair |
| 6. Mini-grants                                                  |                         |
| Approval                                                        | Rhett White, RTCC Chair |
| 7. Mid-Currituck bridge resolution                              |                         |
| Consideration                                                   | Rhett White, RTCC Chair |
| 8. Public Comments                                              | Rhett White, RTCC Chair |
| 9. Adjournment                                                  | Rhett White, RTCC Chair |

### **Presentations and updates**

### **Rural Transportation Advisory Committee: Starts at 10:30 AM**

- |                                                                 |                           |
|-----------------------------------------------------------------|---------------------------|
| 1. Call to Order                                                | Lloyd Griffin, RTAC Chair |
| 2. Roll Call                                                    | Lloyd Griffin, RTAC Chair |
| 3. Agenda Approval                                              | Lloyd Griffin, RTAC Chair |
| 4. Approval/ Adoption of Minutes from February 17, 2022 meeting | Lloyd Griffin, RTAC Chair |
| 5. FY 2022-2023 Planning Work Program                           |                           |
| Approval                                                        | Lloyd Griffin, RTAC Chair |
| 6. Mini-grants                                                  |                           |
| Approval                                                        | Lloyd Griffin, RTAC Chair |
| 7. Mid-Currituck bridge resolution                              |                           |
| Consideration                                                   | Lloyd Griffin, RTAC Chair |
| 8. Public Comments                                              | Lloyd Griffin, RTAC Chair |
| 9. Adjournment                                                  | Lloyd Griffin, RTAC Chair |



## **Minutes of the Rural Technical Coordinating Committee (RTCC) Meeting**

**February 17, 2022**

**10:00 a.m.**

### **Call to Order**

The February 17, 2022 RTCC meeting was held via Zoom. The RTCC Meeting was opened and called to order by RTCC Chairperson Rhett White at 10:00 a.m.

### **Roll Call**

ARPO Director Angela Welsh determined a quorum was met with the following members in attendance: Amber Curling, Camden County; Shelley Cox, Pasquotank County; Kevin Howard, Chowan County; Bill Rich, Hyde County; David Clegg, Tyrrell; Rhett White, Town of Columbia; Frank Heath, Perquimans County; Melissa Dickerson, Manteo; Corey Gooden, Edenton; Kellen Long, City of Elizabeth City; Wes Haskett, Town of Southern Shores; Craig Midgett, NCDOT Div. 1; Eric Claussen, Nags Head; Curtis Potter, Washington County; Sterling Baker, NCDOT Div. 1; Beshad Norwozi, NCDOT-TPD.

### **Agenda Approval**

Chairperson White requested to amend the agenda by removing Item 5.

Bill Rich, Hyde County, motioned to approve the agenda as amended. Frank Heath, Perquimans County, seconded the motion. With no further discussion, the motion passed unanimously.

### **Approval/Adoption of Minutes from April 21, 2021 Meeting**

Frank Heath, Perquimans County, motioned to approve the April 21, 2021 Minutes. Bill Rich, Hyde County, seconded the motion. With no further discussion, the motion passed unanimously.

### **ARPO Legislative Agenda**

ARPO Director Angela Welsh discussed the ARPO Legislative Agenda.

It was discussed to add Highway 92/94 to be added to the list as “ensure funding for Highway 92 and Highway 94.” Also, discussed to add “continue to support the construction of the Mid-Currituck Bridge”.

Wes Haskett, Town of Southern Shores, motioned to approve the ARPO Legislative Agenda as amended. Shelley Cox, Pasquotank County, seconded the motion. With no further discussion, the motion passed unanimously.

### **FY 2022-2023 Planning Work Program Tentative Approval**

ARPO Director Welsh discussed the FY 2022-2023 Planning Work Program.

David Clegg, Tyrrell County, motioned to tentatively approve the FY 2022-2023 Planning Work Program. Bill Rich, Hyde County, seconded the motion. With no further discussion, the motion carried unanimously.

### **Public Comment**

None.

### **Adjournment**

Chairperson White adjourned the meeting at 10:18 a.m.



## **Presentations**

### **NCDOT Update:**

Craig Midgett and Sterling Baker provided an update of NCDOT projects.

### **TPD Update:**

Beshad Norwozi provided an update for the Transportation Planning Division.

## **Minutes of the Rural Technical Advisory Committee (RTAC) Meeting**

**February 17, 2022**

**11:00 a.m.**

### **Call to Order**

The February 17, 2022 RTAC meeting was held via Zoom. The RTAC Meeting was opened and called to order by RTAC Chairperson Lloyd Griffin at 11:18 a.m.

### **Roll Call**

ARPO Director Angela Welsh determined a quorum was met with the following member in attendance: Paula Sherlock, Town of Southern Shores; Tom White, Camden County; Wally Overman, Dare County; Larry McLaughlin, Chowan County; Lloyd Griffin, Pasquotank County; Carol Phelps, Washington County.

### **Agenda Approval**

Chairperson Griffin requested to amend the agenda removing Item 5.

Tom White, Camden County, motioned to approve the agenda as amended. Larry McLaughlin, Chowan County, seconded the motion. With no further discussion, the motion passed unanimously.

### **Approval/Adoption of Minutes from April 21, 2021 Meeting**

Wally Overman, Dare County, motioned to approve the April 21, 2021 Minutes. Larry McLaughlin, Chowan County, seconded the motion. With no further discussion, the motion carried unanimously.

### **ARPO Legislative Agenda**

ARPO Director Welsh discussed the recommendation from the RTCC Board for the ARPO Legislative Agenda.

It was recommended to move Highway 92 and Highway 94 to number 3 of the list and continue to support the construction of the Mid-Currituck Bridge.

Wally Overman, Dare County, motioned to accept the ARPO Legislative Agenda as amended. Tom White, Camden County, seconded the motion. With a roll call vote, the motion carried unanimously.

### **FY 2022-2023 Planning Work Program Tentative Approval**

ARPO Director Welsh discussed the FY 2022-2023 Planning Work Program.



Larry McLaughlin, Chowan County, motioned to approve the FY 2022-2023 Planning Work Program. Wally Overman, Dare County, seconded the motion. With no further discussion, the motion carried unanimously.

**Public Comment**

None.

**Adjournment**

Chairperson Griffin adjourned the meeting at 11:30 a.m.

Respectfully Submitted,

Ashley Stallings  
Albemarle Commission  
Administrative & Benefits Coordinator

For

Angela Welsh, Secretary  
ARPO Director





## **Agenda Item No. 5**

Number of attachments: 3

Item Title: FY 22-23 Planning Work Program (PWP)

Item Summary: The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks.

Specific action requested: Approval of the FY 22-23 ARPO PWP

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The attached Documents explain the various tasks ARPO Staff will complete for FY 22-23. The Planning Work Program must be approved by the RTAC and submitted to the Transportation Planning Division by May 31, 2022.

The ARPO PWP for FY 2022-2023 will include the following major projects:

1. Local coordination with NC State/ITRE for the Safe Routes to School grant. This will be the last year of the grant.

The PWP shows an Indirect cost of \$28,506. This is an increase in Indirect cost charged to the RPO program for FY 21-22 due to health insurance and expected COLA increases.

You will notice our overall budget went up \$15,000 from \$144,531 to \$159,531.00. Several years ago, the NCDOT increased the funding allocations for RPO's across the state. At that time, the ARPO was not using our entire budget so we did not accept the increased allocation. Due to increasing costs in health insurance etc., over the last few years, the ARPO will not be able to offer mini-grants to member counties if we do not increase our allocation from the NCDOT. Accepting the increased allocation will also increase our member dues by \$3,000.00 which will be split, based on population, among our 10 member counties.

Attachments:

Planning Work Program overview  
Planning Work program Expense report and narrative





## *ARPO FY 22-23 Planning Work Program (PWP)*

### *Summary*

The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks. The PWP is reviewed, and approved by the ARPO Rural Technical Coordinating Committee (RTCC), Rural Technical Advisory Committee (RTAC), and the NCDOT Transportation Planning Division. Revisions to the PWP are allowed if the ARPO needs to make significant changes to the overall budget or a specific work task, however, no additional dues will be requested from County members. An approved PWP is required for the Lead Planning Agency, the Albemarle Commission, to be reimbursed for work task expenses incurred by the ARPO.

### *I. - Data Collection and Assessment*

During FY 22-23, ARPO staff will continue to coordinate with NC State/ITRE on the Safe Routes to Schools grant, monitor compliance with the Title VI program, maintain socioeconomic and demographic data for member counties, and participate in ICPTA TAB Board meetings. The ARPO will also continue to collect ADT maps as well as attend required transit workshops and/or meetings.

### *II. - Transportation Planning*

Comprehensive Transportation Plans (CTP) have been drafted and adopted for all ten of the ARPO's member counties. Funds were left in this category in case a member county would like to complete an amendment to their CTP or draft a new CTP.

ARPO Staff will continue attending required SPOT training and carryout all steps required in the ARPO's Local Input Methodology. Information for Prioritization 6.0 will be posted to the ARPO website, SPOT project scores will be reviewed with Division 1, local input methodology scores will be calculated for Regional Impact and Division Needs, and local input points will be entered into SPOT Online.

ARPO staff will review the Draft STIP with Division 1 and report out STIP funded projects to the RTCC and RTAC. ARPO Staff will also attend required merger team meetings and any local government and/or public meeting for projects in the merger process. Merger is a process to streamline the project development and permitting processes. Stakeholders include the NCDOT, USACE, NCDENR (DWQ, DCM), and FHWA. The Merger process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects.

The ARPO Director is a member of the NCARPO Legislative Committee, Statewide Non-motorized Plan Committee, Mentoring Resources Committee and will continue her work on them during FY 22-23. Staff will also continue to provide updates to the RTCC and RTAC Boards on transportation related legislation. Staff will also continue to attend all transportation related meetings such as: US17/64 meetings, Southern Albemarle Association meetings, the NCDOT Great Trails Plan and the State non-motorized plan. The ARPO Director will also continue to attend all NCARPO quarterly meetings in FY 22-23 as it is a requirement of funding.



### III. – Administration of Transportation Planning and Policies

As a requirement of funding, the ARPO Director will prepare the PWP for FY 22-23, prepare quarterly invoice and progress reports for FY 22-23, coordinate RTAC Ethics requirements, update the ARPO Facebook page and web page on a regular basis, prepare and distribute meeting agendas, draft meeting minutes, and continue to respond to member requests. The ARPO Director will also continue to work with the State Ethics office regarding RTAC member Ethics forms, and provide weekly updates regarding transportation related news in our region

### IV. – Direct Costs

These are regular costs for administration of the RPO program not covered in Indirect costs. These include, computer equipment, printer cartridges, printers, and other office supplies not covered under Indirect charges. Direct costs also include advertising, mileage, hotel, and meal costs and registration and training costs for the RPO Director.

### V. – Indirect Costs

These costs include a portion of the Albemarle Commission Executive Directors salary, Finance Director salary and Program Coordinator salary, workman's compensation, unemployment insurance, contracted services for IT, finance and legal, general office supplies, rent for facilities, meeting room equipment, and staff development programs.



FY 2023 (July 1, 2022-June 30, 2023)  
PLANNING WORK PROGRAM  
ANNUAL FUNDING SOURCES TABLE  
Albemarle RPO

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS			
		LOCAL 20%	State 0%	FEDERAL 80%	TOTAL
I. DATA COLLECTION AND ASSESSMENT					
I-1	DATA COLLECTION AND ASSESSMENT	\$ 7,600	\$ -	\$ 30,400	\$ 38,000
I-1.1	Highway				
I-1.2	Other Modes				
I-1.3	Socioeconomic				
I-1.4	Title VI				
II. TRANSPORTATION PLANNING					
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP)	\$ 800	\$ -	\$ 3,200	\$ 4,000
II-1.1	Develop CTP Vision				
II-1.2	Conduct CTP Needs Assessment				
II-1.3	Analyze Alternatives and Environmental Screening				
II-1.4	Develop Final Plan				
II-1.5	Adopt Plan				
II-2	PRIORITIZATION	\$ 4,600	\$ -	\$ 18,400	\$ 23,000
II-2.1	Project Prioritization				
II-3	PROGRAM AND PROJECT DEVELOPMENT				
II-3.1	STIP Participation				
II-3.2	Merger / Project Development				
II-4	GENERAL TRANSPORTATION PLANNING				
II-4.1	Regional and Statewide Planning				
II-4.2	Special Studies, Projects and Other Trainings				
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES					
III-1	ADMINISTRATIVE ACTIVITIES	\$ 4,600	\$ -	\$ 18,400	\$ 23,000
III-1.1	Administrative Documents				
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance				
III-1.3	Program Administration				
IV. DIRECT COSTS					
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 700	\$ -	\$ 2,800	\$ 3,500
IV-1.1	Program-wide Direct Costs				
IV-2	ADVERTISING				
IV-2.1	News Media Ads				
IV-3	LODGING, MEALS, INCIDENTALS				
IV-3.1	Hotel Costs				
IV-3.2	Meal Costs				
IV-3.3	Incidentals				
IV-4	POSTAGE	\$ 5	\$ -	\$ 20	\$ 25
IV-4.1	Mailings				
IV-5	REGISTRATION / TRAINING				
IV-5.1	Conference Registration				
IV-5.2	Meeting / Workshop / Training Fees				
IV-6	TRAVEL				
IV-6.1	Mileage Reimbursement				
IV-6.2	Car Rental Costs				
IV-6.3	Other Travel Expenses				
V. INDIRECT COSTS					
V-1	INDIRECT COSTS	\$ 5,701	\$ -	\$ 22,805	\$ 28,506
V-1.1	Incurred Indirect Costs				
RPO PROGRAM TOTAL					
		\$ 31,906	\$ -	\$ 127,625	\$ 159,531

TASK CODE	WORK CATEGORY	SPR PROGRAM FUNDS			
		LOCAL	STATE	FEDERAL	TOTAL
		5%	15%	80%	100%
VI. SPECIAL STATE PLANNING & RESEARCH FUNDS					
VI-1	SPECIAL SPR ALLOCATION	\$ -	\$ -	\$ -	\$ -
VI-1.1	If applicable, insert name of SPR Special Project here				
SPECIAL SPR TOTAL		\$ -	\$ -	\$ -	\$ -
PWP TOTAL		\$ 31,906	\$ -	\$ 127,625	\$ 159,531

Approved by the TAC on: \_\_\_\_\_20\_\_

Signature, TAC Chairman

Signature, RPO Secretary

Q1 Amendment		
Date: Day/Month/20XX		
Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 38,000		\$ 38,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 27,000		\$ 27,000
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 3,500		\$ 3,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 1,800		\$ 1,800
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q1 Amendment		
Date: Day/Month/20XX		
Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531

Q2 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 2nd Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 38,000		\$ 38,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 27,000		\$ 27,000
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 3,500		\$ 3,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 1,800		\$ 1,800
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q2 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 2nd Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -		\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531

Q3 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 3rd Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 38,000		\$ 38,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 27,000		\$ 27,000
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 3,500		\$ 3,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 1,800		\$ 1,800
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q3 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 3rd Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531

Q4 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 4th Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 38,000		\$ 38,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 27,000		\$ 27,000
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 3,500		\$ 3,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 1,800		\$ 1,800
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q4 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 4th Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531





## Agenda Item No. 6

Item Title: Mini-grant application

Item Summary: The ARPO recently offered a mini grant opportunity to member counties and municipalities as we have done for the past six years. The purpose of the mini grant is to enable local governments, within the ARPO jurisdiction, to pay for the printing and purchase of local bicycle and/or pedestrian maps and bicycle and/or pedestrian safety materials such as posters, pamphlets and handouts in support of local bicycle and pedestrian safety efforts as well as in support of The Albemarle Regional Bicycle Plan. The Albemarle RPO has \$10,378.00 available for the mini grant out of the RPO special projects line item.

Specific action requested: Consideration of grant application

Number of attachments: 2

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We received one application for grant funding totaling \$3,917.00. There are enough funds to cover the request.

The Town of Duck is seeking \$3,917.00 to produce and distribute 20,000 copies of a brochure which will feature:

1. Maps of their multi-use path, their Soundside Boardwalk, sidewalks, bike lanes, and other pedestrian/bicycle facilities throughout the Town.
2. Information about Town events and other safety advice.

Attachments:

Town of Duck brochure





### Mini Grant Application

1. Applying Organization: Town of Duck
2. Contact Person: Christian Legner, Public Information Director
3. Mailing Address: P.O. Box 8369, Duck, NC 27949
4. Phone 252.255.1234 Fax 252.255.1236
5. Email: clegner@townofduck.com
6. Amount of Grant Requested: \$3,917

a. List the requested expenses and amounts that will be covered by this grant

- i. Design/printing of brochure Amount \$ \$3,917
- ii. \_\_\_\_\_ Amount \$ \_\_\_\_\_
- iii. \_\_\_\_\_ Amount \$ \_\_\_\_\_
- iv. \_\_\_\_\_ Amount \$ \_\_\_\_\_
- v. \_\_\_\_\_ Amount \$ \_\_\_\_\_

Description of purpose, needs assessment and intended results of purchased materials. Attach additional sheets if necessary.

The Town of Duck is seeking to produce and distribute 20,000 copies of a brochure featuring traffic safety information, maps of the Duck Trail multi-use path, Duck Soundside Boardwalk, sidewalks, bike lanes, and other pedestrian/bicycle facilities throughout the Town. The brochure will also contain information about Town events and other safety advice (such as beach safety and hurricane preparedness). A copy of the draft brochure is attached for your information.



Town staff has completed the design and layout of the brochure. Printing company Vista Graphics has a contract with the Town in the amount of \$3,917 to complete the final design and printing of 20,000 copies of the color brochure. The Town of Duck is now seeking a grant of \$3,917 from the ARPO for the remaining cost to produce the brochures. Once completed, the brochures will be distributed to residents and visitors through local and regional visitor centers, rental realty companies, Outer Banks businesses, racks at Duck Town Hall, and Town events throughout the summer. The brochure will also be available on the Town of Duck's website.

With a tourist population estimated at over 23,000 and an active commercial district in a relatively dense, walkable community, the Town of Duck faces similar transportation challenges to many urban areas during the summer months. In an effort to improve safety for pedestrian, bicycle, and vehicular traffic, the Town seeks to educate a population (largely comprised of tourists) that changes from week to week. The purpose of the brochure is to educate residents and visitors about traffic safety for all modes of travel by encouraging safe travel practices and reducing conflicts between pedestrians, cyclists, and vehicles. Maps in the brochure are intended to show visitors alternative routes of travel (such as sidewalks, bike lanes, Duck Trail, and Duck Soundside Boardwalk) and the location of destinations (such as public facilities, parks, and shopping areas) to minimize the amount of time and distance that pedestrians walk or bike along the high traffic corridor of Duck Road (N.C. Highway 12).

Return completed application to:

Angela Welsh  
Albemarle RPO Planning Director  
PO Box 646  
Hertford, NC 27944  
Or via email at [awelsh@accog.org](mailto:awelsh@accog.org)



TOWN PARK, BOARDWALK, DUCK TRAIL

BOARDWALK AND PARK RULES

**THE DUCK TOWN PARK** features 11 acres of natural beauty including trails through the maritime forest and willow swamp, open green space, soundside views and access to the Duck Boardwalk. Park amenities include an amphitheater, public kayak/canoe launch, playground, dog-friendly water fountain, picnic shelter and Town Green.

The Duck Boardwalk can be accessed from the park and other locations throughout the Village. It extends nearly a mile along the Currituck Sound. Enjoy beautiful views, a variety of wildlife, visit our unique retail establishments and restaurants, or just enjoy the serenity.

**Please enjoy the town park and boardwalk responsibly.**

**THE DUCK TRAIL** is a six-mile long, multi-use path that traverses the entire length of town. The Trail is primarily located on the east side of Duck Road (ocean side). Through the commercial village of Duck, the trail divides into sidewalks and dedicated bike lanes on both sides of Duck Road.

**PARK & BOARDWALK OPERATING HOURS**  
**Boardwalk:** Dawn until 1:00 a.m.  
**Park:** Dawn until dusk.

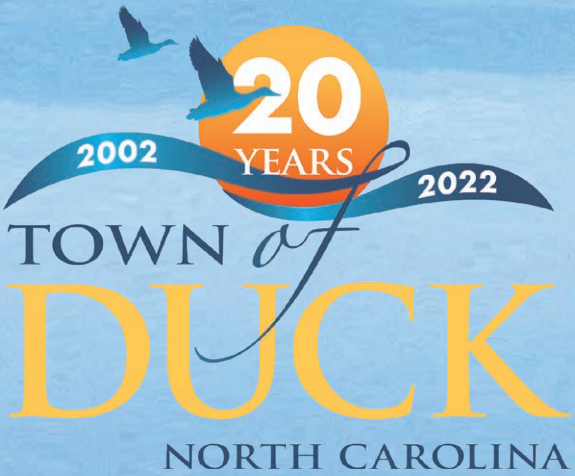
- Bicycles must be walked or left at bicycle racks.
- Skateboards, roller blades, and motorized vehicles are prohibited.
- Pets must be on a leash. Owners must clean up after their pet. Dogs are required to be vaccinated for rabies, & collared with proper identification.
- Smoking is not permitted.
- Fish and crab in designated areas only. A North Carolina fishing license is required.
- Entering the Currituck Sound from the shoreline, boardwalk, or pier that is not related to the launching, docking, or rescuing of authorized watercraft, is prohibited.
- Watercraft may be tied to the public boat slips for short-term use, not to exceed four hours.
- The launch area in the park is for canoes, kayaks, and stand up paddleboards only.
- Chasing, feeding, or otherwise harassing wildlife in the park and along the boardwalk is prohibited.
- Open fires or the use of grills or cooking devices is prohibited.

**PERSONAL WATERCRAFT**

Watercraft may be used in the sound between 9:00 a.m. and 6:00 p.m., and must be at least 900 feet from the shore. There are no public motorized boat ramps in Duck. Ocean beach launching is prohibited.



1200 Duck Road, P.O. Box 8369, Duck, NC 27949  
Office Hours: 9:00 a.m. – 5:00 p.m. Monday - Friday  
Town Hall: 252-255-1234  
Police Department: 252-261-1112  
Fire Department: 252-261-3929  
24-Hour Dare Central Dispatch  
Non-Emergency: 252-473-3444  
Emergencies: Dial 911  
info@townofduck.com • townofduck.com





# EVENTS

## THE DUCK TOWN PARK is alive with activity this summer!

Beginning May 31st, check out our website and social media to join us for FREE family events!

### ON THE GREEN

Fitness  
Concerts  
Movies

### IN THE AMPHITHEATER

Variety Shows  
Live Animal Programs  
OBXtreme Magic

### AROUND THE PARK

Story Time  
Chalk Art

### 4TH OF JULY CELEBRATION

Find all the details on the 2022 4th of July on our website.

Additional town events are scheduled throughout the year. Check out our events calendar at [townofduck.com](http://townofduck.com).

## 2022 DUCK JAZZ FESTIVAL

PRESENTED BY PNC

### THE DUCK JAZZ FESTIVAL

PRESENTED BY PNC, brings high quality jazz performers from around the nation to the Town of Duck for this annual special event held over Columbus Day weekend. The public is invited to attend this free, non-ticketed festival taking place at the Duck Town Park October 8-9 in 2022. Events are being planned at the Duck Town Park and at individual businesses throughout Duck Village.

Follow us at [duckjazz.com](http://duckjazz.com) and on social media to find updates on the festival and associated activities.



## THROUGHOUT TOWN

**FIRE SAFETY: BEACH FIRES, FIREWORKS, AND BONFIRES ARE NOT PERMITTED.** Grilling on decks or near vegetation is highly discouraged. Properly maintain grills and ensure charcoal ashes are cool before disposal. The use of all fireworks (including sparklers) is prohibited and punishable by a fine and mandatory court appearance.

**HURRICANE PREPAREDNESS:** The Atlantic Hurricane Season is from June 1 to November 30. Be prepared: know the evacuation route; ensure your vehicle is fueled and if you're a visitor and an evacuation is ordered, take all of your belongings as there is no way to predict when re-entry will be allowed.

Check the town's website and social media page as well as other local media for weather and evacuation information. For more emergency preparedness tips visit [townofduck.com](http://townofduck.com).

**OCEAN/SOUND ACCESS:** There are no municipally owned beach accesses or soundside beaches in Duck. The Town provides sound access in the Town Park for launching kayaks and canoes, and at the day-use boat piers located at the north and south ends of the boardwalk. When staying in Duck, there are community accesses in most of the subdivisions. Please ask your rental agent or property manager for the closest appropriate access for your rental home. Street-side parking is prohibited on state roads and most private roads in Duck.

**TRASH:** Curbside pick-up is offered for both:

**Solid Waste:** Monday & Friday from May 1 to September 30; Mondays, October 1 to April 30.

**Recycling:** Every Monday from May 1 to October 31; first & third Mondays November 1 to April 30.

Containers should be curbside by 5:00 a.m. on the day of pick-up. Trash left outside of containers will not be picked up. Report missed collections immediately to 252-255-1234 prior to 10 a.m.

**GOLF CARTS** shouldn't be confused with *Low-Speed Vehicles* (LSV), which are licensed, registered, and may operate on streets where the posted speed limit is 35mph or less – including NC 12. Golf carts may only operate on side streets within the Town and only cross Duck Road/NC 12 at a right angle for travel to and from the beach.

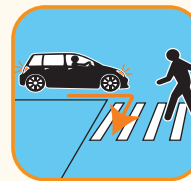


## STAY SAFE IN DUCK

### PEDESTRIAN SAFETY TIPS



Be Bright  
At Night



Watch For  
Turning Cars



Walk Facing Traffic



Make Eye Contact  
With Drivers  
Before Crossing



Pull the Plug and  
Pay Attention



Be Careful in  
Parking Lots

### BICYCLE SAFETY TIPS



All tips provided by  
WatchForMeNC.org



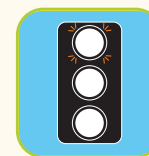
Ride With Traffic



Wear A Helmet



Be Bright  
At Night



Obey Traffic  
Signals and Signs



Look Before  
Entering Traffic and  
Changing Lanes



Use Hand Signals — Remember to signal with the left arm.



stop



right

Confident cyclists should use the bike lane.

Red flags mean ocean conditions are unsafe for all swimmers.

Conditions can change quickly—no flag does not mean no risk.

Know your limits and ask a lifeguard if you're unsure.

Never swim alone.

Do not use flotation devices as a substitute for swimming ability.

Call 911 if you see a swimmer in distress. Don't become a second victim.

Keep at least 15' between dunes and tents and around lifeguard stands.

Do not tie tents together; Keep 10' apart. Maximum tent size is 12'x12'.

Unattended personal items left between 5 p.m. and 8 a.m. will be removed as litter.

Pets are welcome under the control of the owner. Please pick up after your pet.

Use walkways and designated beach accesses.

Monitor and refill all beach holes.

Fireworks and bonfires are not permitted.

Leave no trace. Help keep our beaches beautiful by removing litter.

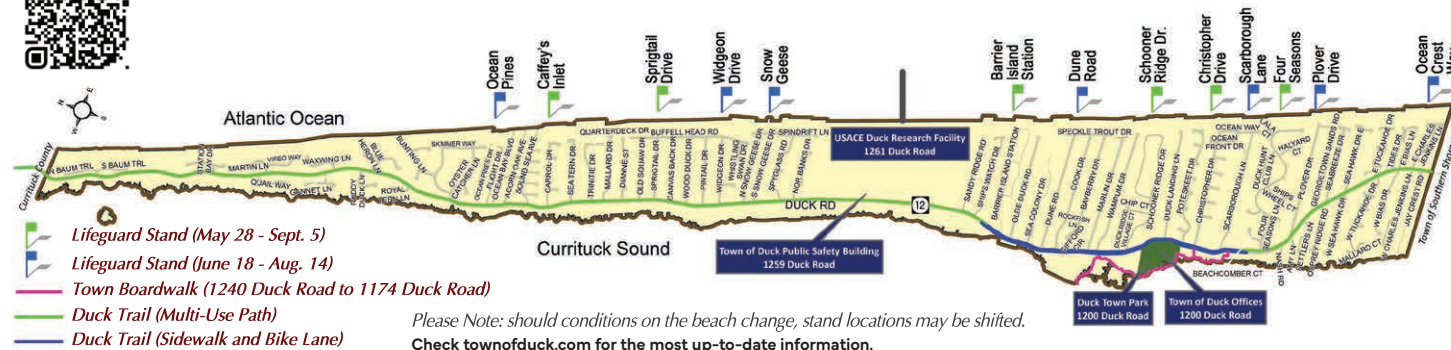
Text "OBXBeachConditions" to 77295 for alerts from Outer Banks lifeguards.



Photo By RYAN MOSER PHOTOGRAPHY



Scan for our surf rescue webpage



Please Note: should conditions on the beach change, stand locations may be shifted. Check [townofduck.com](http://townofduck.com) for the most up-to-date information.



# VISTA GRAPHICS, INC.

## SOLUTION-BASED MEDIA

P.O.# 1082

AE# JB

PROPOSAL FOR: Town of Duck

DATE: 01/12/22

Subject to the terms and conditions on the reverse side, we are pleased to submit the following estimate for your consideration:

DESCRIPTION: 8-panel Brochure

STOCK: 70# Gloss text

SIZE: 15.75" x 9" folds to 4" x 9". Rollfold or double parallel fold.

INK COLORS: 4/4 + Aqueous Coating

ARTWORK & COMPOSITION: Included in price.

PHOTOGRAPHY: Existing. MODELS: Not included.

DEPOSIT: 10%

TERMS: Net cash upon receipt of invoices (50% of balance w/ proof; 50% w/ samples).  
Quote based on paper cost & availability at time of quote and subject to change.

FREIGHT: Not included. FOB suppliers platform.

OVERRUNS: Up to 5% overs billed to client.

APPLICABLE TAXES: Not included.

SPECIAL INSTRUCTIONS: Allow 4 weeks turnaround time from client approval of final proof.

QUANTITY & PRICE:	<u>20,000</u>	<u>25,000</u>	<u>28,000</u>	<u>30,000</u>	<u>33,000</u>	<u>35,000</u>
	\$3917	\$4388	\$4640	\$4780	\$5009	\$5191

Please  
Initial  
Below

CLL

CLL

CLL

CLL

CLL

If accepted, please circle and initial quantity desired, sign the reverse side of this quote and return to us along with your deposit so we can begin immediately. Thank you for the opportunity to be of service.

**WEBSITE & APP DEVELOPMENT • SEARCH ENGINE OPTIMIZATION  
PROGRAMMATIC TARGET DISPLAY • GOOGLE AD WORDS  
LIFESTYLE / HOSPITALITY / CUSTOM PUBLISHING  
EVENT TICKETING • PROMOTIONAL PRODUCTS**



# TERMS & CONDITIONS

1. QUOTATION: Quotation must be accepted within thirty (30) days, however, quotes are based on paper cost at time of quote and subject to change prior to the 30 day period.

2. ORDERS: Orders regularly entered, verbal or written, cannot be cancelled except upon terms that will compensate VistaGraphics against loss from work in progress.

3. EXPERIMENTAL WORK: Special experimental work performed at customer's request, such as sketches, drawings, composition, plates and press work will be charged for at current rates and may not be used without written consent of VistaGraphics.

4. PREPARATORY WORK: Artwork sketches, copy dummies, plates, negatives, color separations, positives and all preparatory work created or furnished by VistaGraphics shall remain the exclusive property of VistaGraphics and no use of same shall be made, nor any ideas there from be used, except upon compensation to be determined by VistaGraphics.

5. BILLING: A deposit of not less than ten (10%) percent of the total contract amount is due with the contract. Fifty (50%) percent of the balance shall be billed and collected with the submission of the proof. The remaining balance of the contract is billed and collected with the shipment of samples. The final bill shall include adjustments for (but not limited to) overruns, underruns, customer alterations, special prep fees and freight charges.

6. TERMS: Payment shall be net cash upon receipt of invoices. If payment is not received by VistaGraphics within 30 days of the invoice date, a finance charge of one and one half (1 1/2%) per month (annual rate of 18%) will be due payable on any outstanding balance thereafter. In the event that customer fails to pay, in addition payments and finance charges, all court costs, collection expenses and, if referred to an attorney for collection, attorney's fees in an amount equal to thirty-three and one-third (33 1/3%) percent of the then outstanding balance.

7. PROOFS: Proofs shall be submitted for approval by the customer. Corrections are to be made on the proof and returned marked "OK" or "OK with corrections" and signed by the customer. Alterations represent work performed in addition to the original specifications. Such additional work shall be charged at current rates. If revised proofs are desired, requests must be made on the initial proof when the proof is returned. VistaGraphics regrets any errors that may occur through production undetected, but cannot be held responsible for errors if the work is printed per customer's OK or if changes are communicated verbally, VistaGraphics shall not be held responsible for errors if the customer has not ordered or refused to accept proofs or has failed to return proofs with indication of changes or has instructed VistaGraphics

to proceed without submission of proofs. Because of difference in equipment, paper, inks and other conditions between color proofing and production pressroom operations, a reasonable variation in color between color proofs and the completed job shall constitute acceptable delivery.

## 8. OVERRUNS OR UNDERRUNS

Overruns or underruns not exceeding five (5%) percent of the original run order shall constitute acceptable delivery. Customer shall be billed for the actual quantity delivered within five (5%) percent tolerance.

## 9. DELIVERY

Unless otherwise specified, the price quoted is for a single shipment, without storage. F.O.B. VistaGraphics supplier's platform. Title for finished work shall pass to the customer upon delivery, to carrier at shipping point or upon mailing of invoices for finished work, whichever occurs first.

## 10. CUSTOMER-FURNISHED MATERIALS

Paper, stock film, color separations and other customer-furnished materials shall be manufactured, packed and delivered to VistaGraphics specifications. Additional cost due to delays or impaired production caused by specification deficiencies shall be charged to the customer.

11. CLAIMS: Claims for defects, damages or shortages must be made by the customer in writing within a period of thirty (30) days after delivery. Failure to make such claim within the stated period shall constitute irrevocable acceptance and an admission that they fully comply with terms, conditions and specifications. VistaGraphics liability shall be limited to the stated selling price of defective goods, and shall in no event include special or consequential damages, including profit (or profit loss). As security for payment of any sum due or to become due under terms of any Agreement, VistaGraphics shall have the right, if necessary, to retain possession of and shall have lien on all customer property in VistaGraphics possession including work in progress and finished work. The extension of credit or the acceptance of or guarantee of payment shall not affect such security interest and lien.

12. INDEMNIFICATION: The customer shall indemnify and hold harmless VistaGraphics from any and all loss, cost of expense and damages on account of any and all manner of claims, demands, actions and proceedings that may be instituted against VistaGraphics on ground alleging that the said printing violates any copyright of any proprietary right of any person, or that it contains any matter that is libellous or scandalous, or invades any person's right to privacy or other personal rights, except to the extent that VistaGraphics has contributed to the matter.

ACCEPTED BY: \_\_\_\_\_

GUARANTOR:  Signature

BILLING ADDRESS: PO Box 8369  
Duck, NC 27949

PRINT NAME: \_\_\_\_\_  
First M.I. Last

PRINT NAME: Christian Legner  
First M.I. Last

DATE CONTRACT ACCEPTED: \_\_\_\_\_

SHIPPING ADDRESS: 1200 Duck Road  
Duck, NC 27949





## **Agenda Item No. 7**

Item Title: Consideration of resolution in support of the Mid-Currituck bridge

Item Summary: The Town of Southern Shores recently adopted the attached resolution in support of the Mid-Currituck Bridge. They have requested that the resolution be considered by the ARPO RTCC and RTAC.

Specific action requested: Consideration of resolution in support of the Mid-Currituck bridge.

Number of attachments: 3

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# Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

## RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHERN SHORES, NORTH CAROLINA, SUPPORTING CONSTRUCTION OF THE MID-CURRITUCK BRIDGE AND ITS CONTINUED INCLUSION IN THE STATE TRANSPORTATION IMPROVEMENT PLAN

Resolution 2022-03-01

WHEREAS, the Mid-Currituck Bridge project has been in the development process for over thirty years; and

WHEREAS, the popularity of Outer Banks of North Carolina, including Dare County and its towns, Currituck County and the Town of Southern Shores, continues to grow, resulting in an ever increasing number of residents and visitors to the Outer Banks, particularly the northern Outer Banks; and

WHEREAS, the Outer Banks of North Carolina generates substantial revenue for the State of North Carolina, particularly through tourism, and also serves a role as an ambassador area for the State by introducing hundreds of thousands of visitors from all over the United States and the world to the many wonders of North Carolina; and

WHEREAS, this revenue and the goodwill that visitors feel towards the Outer Banks and North Carolina is tested annually through frustrations attributed directly to traffic congestion; and

WHEREAS, the purpose of the Mid-Currituck Bridge is to substantially improve traffic flow on the project area's thoroughfares, i.e. NC 12 and US 158, substantially reduce travel time for persons traveling between the Currituck County mainland and the Currituck County Outer Banks, and to substantially reduce the hurricane clearance time for residents and visitors who use US 158 and NC 168 during coastal evacuation; and

WHEREAS, building the Mid-Currituck Bridge will reduce congestion and alleviate delays, thus promoting and enhancing economic development, while bolstering the tourism industry; and

WHEREAS, alternatives to the Mid-Currituck Bridge project have been studied thoroughly and have been rejected in favor of the Mid-Currituck Bridge; and



WHEREAS, in recognition of the viability and need of the Mid-Currituck Bridge, the North Carolina Department of Transportation has demonstrated a commitment to construction of the bridge by placing it in the State Transportation Improvement Plan based on the agency's prioritization process and strong support by local municipalities and the Albemarle Rural Planning Organization; and

WHEREAS, the US District Court for the Eastern District of North Carolina ruled in December 2021 that NCDOT and the Federal Highway Administration have complied with all applicable federal laws and regulations in planning for the bridge; and

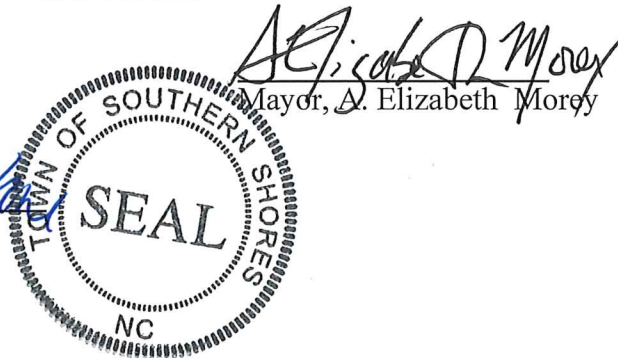
WHEREAS, the court's decision properly affirms the project's compliance with the federal National Environmental Policy Act; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHERN SHORES, NORTH CAROLINA, THIS 1<sup>st</sup> DAY OF MARCH, 2022, that it reaffirms its commitment to the Mid-Currituck Bridge project and advocates for advancement of this crucial project and its continued inclusion as a funded project in the State Transportation Improvement Plan.

Adopted this 1<sup>st</sup> Day of March 2022.

ATTEST:

  
Town Clerk







Albemarle Rural Planning  
Organization  
512 N. Church Street  
Hertford, NC 27944

#### RTAC

Lloyd E. Griffin III  
Chairman

Wally Overman  
Vice-Chairman

#### RTCC

Rhett White  
Chairman

Bill Rich  
Vice-Chairman

Proudly serving Camden,  
Chowan, Currituck, Dare,  
Gates, Hyde, Pasquotank,  
Perquimans, Tyrrell, and  
Washington counties

## RESOLUTION OF THE ALBEMARLE RURAL PLANNING ORGANIZATION, SUPPORTING CONSTRUCTION OF THE MID- CURRITUCK BRIDGE AND ITS CONTINUED INCLUSION IN THE STATE TRANSPORTATION IMPROVEMENT PLAN

WHEREAS, the Rural Transportation Advisory Committee (RTAC) is the duly recognized transportation planning policy board for the Albemarle Rural planning Organization (ARPO); and

WHEREAS, the Mid-Currituck Bridge project has been in the development process for over thirty years; and

WHEREAS, the popularity of Outer Banks of North Carolina, including Dare County and its towns, Currituck County and the Town of Southern Shores, continues to grow, resulting in an ever increasing number of residents and visitors to the Outer Banks, particularly the northern Outer Banks; and

WHEREAS, the Outer Banks of North Carolina generates substantial revenue for the State of North Carolina, particularly through tourism, and also serves a role as an ambassador area for the State by introducing hundreds of thousands of visitors from all over the United States and the world to the many wonders of North Carolina; and

WHEREAS, this revenue and the goodwill that visitors feel towards the Outer Banks and North Carolina is tested annually through frustrations attributed directly to traffic congestion; and

WHEREAS, the purpose of the Mid-Currituck Bridge is to substantially improve traffic flow on the project area's thoroughfares, i.e. NC 12 and US 158, substantially reduce travel time for persons traveling between the Currituck County mainland and the Currituck County Outer Banks, and to substantially reduce the hurricane clearance time for residents and visitors who use US 158 and NC 168 during coastal evacuation; and

WHEREAS, building the Mid-Currituck Bridge will reduce congestion and alleviate delays, thus promoting and enhancing economic development, while bolstering the tourism industry; and



WHEREAS, alternatives to the Mid-Currituck Bridge project have been studied thoroughly and have been rejected in favor of the Mid-Cunituck Bridge; and

WHEREAS, in recognition of the viability and need of the Mid-Currituck Bridge, the North Carolina Department of Transportation has demonstrated a commitment to construction of the bridge by placing it in the State Transportation Improvement Plan based on the agency's prioritization process and strong support by local municipalities and the Albemarle Rural Planning Organization; and

WHEREAS, the US District Court for the Eastern District of North Carolina ruled in December 2021 that NCDOT and the Federal Highway Administration have complied with all applicable federal laws and regulations in planning for the bridge; and

WHEREAS, the court's decision properly affirms the project's compliance with the federal National Environmental Policy Act; and

NOW, THEREFORE, BE IT RESOLVED BY THE ALBEMARLE RURAL PLANNING ORGANIZATION RURAL TRANSPORTATION ADVISORY COMMITTEE THIS 20th DAY OF APRIL, 2022, that it affirms its commitment to the Mid-Currituck Bridge project and advocates for advancement of this crucial project and its continued inclusion as a funded project in the State Transportation Improvement Plan.

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Lloyd E. Griffin III, Chairman  
ARPO RTAC

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Angela Welsh, Secretary  
ARPO Director