

Agenda  
Town of Duck Council  
Paul F. Keller Meeting Hall  
September 16, 2020  
1:00 p.m.  
Mid-Month Meeting

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1. Presentation of Financial Statement for the Month of August 2020
2. Evaluation of the Increased Level of Lifeguard Service in September and Discussion/Consideration of Extending the Contract with Sandski, LLC for an Increased Level of Service in October 2020
3. Discussion/Consideration of Proposals to Source for the Town Manager Position
4. Closed Session
5. Adjournment

**AGENDA:           September 16, 2020           Mid-Month Meeting**

**ITEM #1:**

Presentation of Financial Statement for the Month of August 2020

**RECOMMENDED ACTION:**

- None required

**SUMMARY OF INFORMATION:**

At the Council's September 2, 2020 Regular Meeting, staff informed the Council members that the August financial reports were not complete as all end-of-the-month information had not been received. As the scheduled Mid-Month meeting provides another meeting opportunity, staff will offer the presentation at the Mid-Month meeting.

**ATTACHMENTS:**

- Will be provided at the meeting

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**ITEM #2:**

Evaluation of the Increased Level of Lifeguard Service in September and Discussion/Consideration of Extending the Contract with Sandski, LLC for an Increased Level of Service in October 2020

**RECOMMENDED ACTION:**

- Receive an Update on Beach Activity and Lifeguard Service
- Consider Authorizing the Town Manager to Execute a Contract Extension with Sandski, LLC

**SUMMARY OF INFORMATION:**

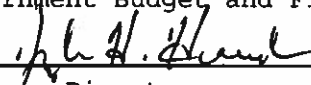
Due to a documented increase in the number of rental bookings in Duck during the upcoming fall months, the Town of Duck expects to see a higher than usual need for public services at that time of year. One service likely to be needed will be additional surf rescue staff to monitor the safety of residents and visitors on the Town's beaches.

At its meeting on September 2, 2020, the Town Council authorized the Interim Town Manager to enter into an amended contract with Sandski, LLC to provide four additional lifeguards beginning on September 8<sup>th</sup> and running through September 30<sup>th</sup>. The Council members requested to review the status of beach activities at the Mid-month meeting to determine if an additional extension is needed during the month of October.

**ATTACHMENTS:**

- Sandski Contract Amendment dated September 4, 2020

**NORTH CAROLINA  
DARE COUNTY**

This instrument has been preaudited  
in the manner required by the Local  
Government Budget and Fiscal Control  
Act  
  
Finance Director

**SERVICE CONTRACT**

**PURCHASE ORDER # \_\_\_\_\_**

THIS AMENDMENT to CONTRACT (this "AMENDMENT") is made and entered into this the 2nd day of September, 2020, by and between TOWN OF DUCK, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (hereinafter referred to as "the TOWN") party of the first part and SANDSKI, L.L.C. d/b/a SURF RESCUE, SS/EID# **56-2195849**, (hereinafter referred to as "CONTRACTOR"), party of the second part.

**1. ADDITIONAL SERVICES TO BE PROVIDED DURING FALL 2020** (hereinafter referred to collectively as "SERVICES") and agreed charges are as follows:

a. CONTRACTOR shall provide additional ocean rescue SERVICES in the form of four (4) guards at fixed lifeguard stands or roving patrols from September 8 through September 30, 2020 from 10:00 a.m. through 6:00 p.m. each day. These SERVICES shall be in addition to previously contracted services that include a minimum of one (1) lifeguard supervisor on location within the TOWN to respond to calls for service from September 8 through October 15 from 7:00 a.m. to 7:00 p.m.; a minimum of four (4) roving patrols operating from September 8 through October 15 from 10:00 a.m. to 6:00 p.m.; and a sufficient level of ocean rescue services, including a supervisor, from October 16 through October 31, 2020, the exact number of personnel depending on the time of year, weather conditions, and beach population.

b. CONTRACTOR shall continue to provide a "red flag" warning system to alert the public to dangerous surf conditions. Upon making the determination that dangerous surf conditions exist, the CONTRACTOR's supervisor shall alert the Town Manager, Public Information Officer, both Police and Fire Chief. The CONTRACTOR shall maintain and utilize current flagpoles and flags. If new flagpoles or flags are required, the CONTRACTOR shall coordinate with the TOWN for the purchase of the items. CONTRACTOR shall also develop and implement additional methods to alert the public to dangerous surf conditions through discussion with the Town Manager, Public Information Officer, Chief of Police, Fire Chief and other TOWN staff and as agreed to by the CONTRACTOR and the TOWN.

c. CONTRACTOR, as a service to the users of the beaches and to assist in defraying some of the cost, shall be allowed to provide chairs and umbrellas for rent to users of the beaches. However, while on duty, lifeguards shall not conduct any rental business. CONTRACTOR shall provide for a service agent to conduct rental business at CONTRACTOR'S expense.

Initials: AD JH

d. CONTRACTOR shall be authorized to maintain a maximum of four small low-profile boxes on the beach that will be removed during storm events and at the end of the summer season.

e. CONTRACTOR shall be responsible for maintaining and keeping all areas of the beach free from trash and debris, including the removal of tents and other items left overnight.

f. TOWN shall pay CONTRACTOR the following amount for additional services provided under this AMENDMENT for September 8 through September 30, 2020.

**September                      23 days                      4 positions                      \$19,627.00**

**2. SIGNATURES**

Both the TOWN and the CONTRACTOR agree to the above AMENDMENT.

Witnessed or Attested By:

*Kristiana M. Nickens*

(SEAL)

Kristiana M. Nickens  
NOTARY PUBLIC  
Dare County, NC  
My Commission Expires November 25, 2023

TOWN OF DUCK:

By: *John H. Shaul*

Title: *Interim Town Manager*

Date: *9/4/2020*

Witnessed or Attested By:

*Kristiana M. Nickens*

Kristiana M. Nickens  
NOTARY PUBLIC  
Dare County, NC  
My Commission Expires November 25, 2023

CONTRACTOR:

SANDSKI, L.L.C.  
By: *Max Sandski*

Title: *Owner / MANAGER*

Date: *9/4/2020*

Initials: *MD*    *JHH*

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**ITEM #3:**

Discussion/Consideration of Proposals to Source for the Town Manager Position

**RECOMMENDED ACTION:**

- Review and Discuss Proposals
- Consider Selection of a Search Firm or Next Steps in the Process

**SUMMARY OF INFORMATION:**

At Town Council's August 26, 2020 Special Meeting, Mayor Kingston presented the Council members with a spreadsheet of the four search firms that responded to the Request for Proposals – Colin Baenziger & Associates, Developmental Associates, LLC., The Mercer Group, and Slavin Management Consultants. Council reviewed and discussed the proposals from each and were directed to provide questions/concerns/comments. At a subsequent public meeting on September 9, 2020, the Council members received 30-minute presentations from all four firms. Council must now decide on which firm to use for the Town Manager search.

**ATTACHMENTS:**

- None

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**ITEM #4:**

Closed Session

**RECOMMENDED ACTION:**

- Make the following motion:
  - to enter closed session pursuant to North Carolina General Statute 143-318.11(a)(3) and (6) in order to confer with the Town Attorney regarding a matter within the attorney/client privilege and to preserve that privilege and to discuss a confidential personnel matter in accordance with North Carolina General Statute 160A-168, including but not limited to considering the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee.

**SUMMARY OF INFORMATION:**

- None.

**ATTACHMENTS:**

- Provided under separate cover.

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**ITEM #5:**

Adjournment

**RECOMMENDED ACTION:**

- Per discussion

**SUMMARY OF INFORMATION:**

The next meeting will be the Regular Meeting on Wednesday, October 7, 2020 at 7:00 p.m.

**ATTACHMENTS:**

- None