



# VILLAGE of WHISPERING PINES

## MANAGER'S REPORT – MONTHLY

March 5, 2021

- Upcoming Events
  - Friday, March 19, Arbor Day, 10 Hardee Lane, 2pm (invitation only)
  - April 16-18, Community-wide yard Sale
- Upcoming Meetings
  - Wednesday, March 10, Village Council Meeting, 6pm
  - Wednesday, March 24, Planning & Zoning, 4:30pm
  - Thursday, March 25, Council Work Session, 2pm
- Capital Project Update
  - Lakeview Drive Bridge
    - The pre-bid meeting was conducted on Tuesday, March 2<sup>nd</sup>, which included the Village Engineer, BobK, BobZ, and me. There were also ten (10) contractors/subcontractors in attendance, which is encouraging for the bid process.
    - The next step in the bid process will be the bid opening on Tuesday, March 23<sup>rd</sup>.
    - We intend to provide a general overview of the bid results to Council during the March work session. However, it is likely that we will not be able to provide a staff recommendation on awarding a contract until the April regular meeting. Based on the design-build nature of the specifications, it will be necessary for the Village Engineer and BobK to thoroughly review the bid proposals to ensure they meet the specifications, which will take more than the couple days between the bid opening and the work session.
- Coronavirus Response (COVID-19)
  - Executive Order No. (EO) 195 remains in effect through Friday, March 26, 2021.



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- Public Notice #16 has been posted, which summarizes the impact of EO 195 on Village operations.
- Code Enforcement
  - The following is a summary of code enforcement activities for the month of February.

<u>Violation</u>	<u>#</u>
• Trailer	7
• Other	<u>3</u>
• TOTAL VIOLATIONS	10

- Conceptual Master Plan for 10 Hardee Lane
  - The proposed Conceptual Master Plan will be considered for adoption at the regular Council meeting on March 10.
  - At the March work session, we will review project phasing, amenity prioritization, and estimated costs.
- Fire Rescue Department (FRD)
  - All warranty work pertaining to door hardware and keying was completed Thursday.
  - The only warranty item remaining is the apparatus bay flooring, which will be scheduled in the next 4-6 weeks.
- Public Works
  - The bidding process for the old dump truck was completed on March 2<sup>nd</sup> on govdeals. The winning bid was \$10,099, which is slightly above the projected revenue amount included in the approved budget.
  - Bulky item pick-up was completed from 76 homes.
  - BobK has retained a vendor to perform several tasks to assist with ensuring our lakes are safe and maintained. The annual cost for the service will be \$3,600 and will be funded from our approved operating budget. The work will be performed in April. The vendor will provide an annual report that can be compared year-to-year, which will assist in monitoring trends and prompt



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corrective action(s) when appropriate. Any recommendation(s) in the report will be presented for consideration as part of the budget development process. Relevant data, especially water quality results, will be publicized for resident review and information. Annual services include the following:

- Inspection
- Water Quality Monitoring and Testing
- Sedimentation Monitoring and Bathymetric Mapping
- Fish Population Surveys
- Vegetation and Algae Monitoring
- Removal of Debris
- Riser and Trash Rack Maintenance
- Checking for Beaver/Muskrat Activity
- Administrative/Personnel Matters
  - In response to the technology problems encountered during the work session with our livestreaming, Linda has followed up with our IT person who is shipping a new cord, which we believe to have been the cause of the recent problem.
  - Notified our previous auditor of our decision to retain a new auditor for fiscal year ending June 30, 2021.
  - We received notification from our bank (First Bank) that four (4) fraudulent checks with Village account information had been presented for deposit. Fortunately, our Positive Pay feature on our account, precluded the checks from being cashed; therefore, there was no negative impact on the Village. With technology and scammers becoming more sophisticated, this will continue to be an ongoing problem. Cindy is pursuing an enhanced tool with our Positive Pay feature that will provide an additional layer of protection against fraud.
  - Permits issued (2021 season YTD)
    - Boats – 294



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- Golf carts – 128
  - Jason (Police Chief) has informed me that several warning citations have been issued to golf cart operators for not having their golf cart registered.
- Carolina Water Service (CWS) Lease Agreement
  - The VP of Operations for CWS acknowledged receipt of the lease agreement and indicated that CWS does intend to renew the lease. Once the signed lease is returned, we will put it on a Council agenda for consideration.
- Chris Carlson began employment as a full-time Public Works Specialist on March 1<sup>st</sup>.
- Andrew Drummond began employment as a full-time Firefighter on March 1<sup>st</sup>.
- Vacant Positions
  - One (1) Public Works Specialist
    - BobK and I will be considering other applicants and a plan to fill the vacancy as soon as possible.
  - One (1) Public Works Crew Leader (Charles Williamson)
    - Public Works Specialist Daniel Tucker has been selected to fill the position to be vacated by Charles (retirement effective March 31<sup>st</sup>). Daniel's promotion is effective Sunday, March 14, which will allow ample opportunity for him to transition the job duties with Charles.
  - One (1) Firefighter/EMT





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- FRD staff is scheduled to interview an internal candidate on Tuesday to fill the position.
- Cirillo Workers Comp & Employment Claim – The Village Attorney confirmed on March 2<sup>nd</sup> that he has not had any contact from the Cirillo attorney.
- The March & April Village Schedule, Event, & Meeting Calendar is attached.