



VILLAGE of WHISPERING PINES

MANAGER'S REPORT – MONTHLY

April 3, 2020

- Upcoming Events
 - Saturday, May 16, Spring Concert @ Field in front of PD, 6pm-9pm
- Spring Valley Dam Spillway Project
 - The Village contractor performing the repairs and improvements to the entire stretch of Memorial Causeway and the triangle began work on Wednesday. Unfortunately, due to current events and weather the work will extend into early next week. Therefore, reopening of the Causeway will be delayed until next week.
 - The Village Engineer conducted an inspection on March 30 and identified additional wet spots. The general contractor and the Village Engineer will be onsite next week to develop, implement, and oversee the work/solution.
- Code Enforcement
 - The following is a summary of code enforcement activities for the month of March.

<u>Violation</u>	<u>#</u>
▪ Boat	3
▪ Fence	1
▪ Trailers	9
▪ Trash	1
▪ Travel Trailer	3
▪ Yard Nuisance	1
▪ Other	<u>5</u>
▪ TOTAL VIOLATIONS	23
- Coronavirus Response (COVID-19)
 - On March 30, conducted a staff meeting to discuss Executive Order No. 121 and its impact on Village operations.



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- On March 30, publicized Public Notice #3 regarding changes to Village operations.
- The muckraker operation has been shut down as a result of COVID-19.
- On March 31, publicized the Whispering Pines Helpers Project, which is designed to help our residents who are elderly, immunocompromised, or otherwise isolating during these unprecedented times.
- On April 1, publicized the State of Emergency (SOE) within the Village, which includes a curfew for juveniles (less than 18 years of age), which was effective April 1st at 5pm.
- Public Works (PW) staff has posted signage at all parks pertaining to closures, social distancing and mass gathering. PW staff is monitoring and replacing the signage daily, as necessary.
- We have acquired access to an electronic meeting software system to facilitate necessary Village meetings, including next week's special and regular Council meetings.
 - This afternoon, staff conducted several electronic mock meetings to gain familiarity and test functionality.
 - Staff will follow-up with individual Council members next Monday or Tuesday to familiarize each Council member with the technology.
- One (1) additional police officer will be on duty during the day on Saturday and Sunday to enhance visibility and enforcement of our social distancing and mass gathering order.
- Beginning today, the Fire Rescue Department (FRD) will drive past each of the Village parks twice a day to serve as an additional set of eyes to identify blatant curfew, social distancing & mass gathering violations. If a violation is observed, FRD personnel will immediately contact the police department. FRD personnel will NOT be engaged in direct enforcement.



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- This morning, Cindy & I participated in a briefing from the NCLM regarding the impact of COVID-19 on sales & occupancy tax revenue loss, Families First Act costs, and other similar issues.
- Lakeview Drive Bridge Project – Procurement Timeline
 - 3/31/20 Private Bid Opening Deadline
 - One (1) bid was received that exceeded the threshold that requires the formal bidding process to be used as required by the general statutes. Staff will brief Council during the regular meeting with additional information and a recommendation on moving forward.
- Carolina Water (CW)
 - The replacement of the water main along Rays Bridge Road in the vicinity of the bridge is in progress. The estimated completion date of mid-April is still on target.
- CLEARGOV
 - To explore the possibility of enhancing our ability to share Village financial information with our residents, we have connected with CLEARGOV, which is a leading on-line municipal transparency and benchmarking platform.
 - Cindy completed the project kick-off meeting this week and has provided our financial data. The next project meeting will occur in the next 2-3 weeks.
 - Pinehurst utilizes CLEARGOV. The following link will take you to their CLEARGOV page. <https://www.vopnc.org/our-government/departments/financial-services/cleargov>
- Police Department
 - On March 31, a small group gathered (while practicing social distancing) for lunch to recognize Domonic's last day as Police Chief. The retirement reception previously planned will be rescheduled for a date to be determined.
 - On April 1, Jason Graham was sworn-in as the Police Chief.
- Administrative/Personnel Matters



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- An administrative procedure was adopted that permits temporary teleworking for Village Hall administrative staff. This policy will reduce the frequency and duration of employee interactions, while allowing Village business to continue. The procedure was implemented due to current events; but, will remain in place after the SOE ends. We've utilized teleworking in the past due to short-term circumstances, such as weather events and electric/internet outages at Village Hall. So, this procedure just formalizes what we've already been doing.
- Glenn & I participated in an electronic training program entitled "Evaluating Manager and Board Performance". I understand that Glenn has forwarded the course materials to the other Council members for review. Glenn & I plan to get together in the next couple weeks to discuss our thoughts on the course and ideas on how to improve our processes moving forward.
- Received an initial assessment from our insurance carrier that the Public Works (PW) vehicle involved in the vehicle collision last week is not totaled. Therefore, the vehicle will be relocated to a local body shop for further investigation, which will be coordinated with our insurance carrier. The PW driver of the vehicle was not injured and missed no time from work. The PW passenger did not seek medical treatment for a minor laceration and bump on the head; however, he did take off work the next day due to overall soreness.
- 370 Queens Cove Way
 - Village staff has had no contact from the owner. A Civil Penalty will be assessed on April 6 for the fence violation, if not corrected.
 - Robin (Code Enforcement Officer) has completed her investigation and determined the property to be dilapidated, as defined in our minimum housing ordinance.
 - "Dilapidated" means a residential or nonresidential structure which is unfit for human habitation or use and cannot be repaired, altered or improved to comply with all of the minimum standards of this article at



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a cost not in excess of fifty (50) percent of its then current value, as determined by a finding of the Code Enforcement Officer. The value of the structure shall be presumed to be the listed tax value of the structure, unless the owner or occupant presents evidence from an appraiser, builder, engineer, architect, or other competent source that demonstrates a different value.

- Robin is proceeding with notifying the property owner of her findings and scheduling a hearing, as required in the minimum housing ordinance.
- Geneser lawsuit ref: Hummingbird Lane Update –The Village Attorney will provide an update summary to Council in advance of the special closed session meeting scheduled for Wednesday, April 8, at 5pm. The Village Attorney will be present for the meeting.
- Batchelor lawsuit ref: Hummingbird Lane Update – same as above.
- The April & May Village Schedule, Event, & Meeting Calendar is attached.