



VILLAGE of WHISPERING PINES

MANAGER'S REPORT – MONTHLY

December 4, 2020

- Upcoming Events
 - WPF RD Santa Parade, Saturday, December 5, 1pm-5pm
 - Village Christmas Tree Drive-thru, Saturday, December 5, 5pm
 - Christmas Eve, Thursday, December 24, Village Hall Closed
 - Christmas Day, Friday, December 25, Village Hall Closed
- Upcoming Meetings
 - Wednesday, December 9, Village Council Meeting, 6pm
 - Wednesday, December 16, Planning & Zoning, 4:30pm
- Capital Project Update
 - Cardinal Lake Dam maintenance/repair
 - Received our Certificate of Approval from NC Dam Safety to proceed with project.
 - BobK has notified NC Dam Safety of his intent to begin construction as required by the Certificate of Approval. Construction will begin around mid-December, as weather permits.
 - Pine Lake Dam maintenance/repair
 - Received the Task Order for engineering services to address the issues (like Cardinal) outlined in the Notice of Inspection from NC Dam Safety.
 - Included in your packet is a proposed budget amendment to create a Capital Project for \$25,000, which will entail a transfer from the Capital Reserve Major Repair Fund (CRMRF).
 - This project was included in the approved CRMRF 20-year Capital Improvement Plan for \$25,000 in funding during FY 2020-21.
 - Thagard Dam Repair Project
 - BobK and I had a conference call with the Village Engineer on December 4th, to review the scope of the Task Order for implementing



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the recommendation discussed during our last work session. We anticipate the design, engineering, and permitting process will take 3-5 months.

- Lakeview Drive Bridge Project
 - BobK & I reviewed a plan of action with the Village Engineer to resume the Lakeview Drive Bridge Project. It is our intent to review the project scope with Council at the January work session and seek Council consensus on moving forward with re-bidding the project.
 - Reminder, we already have all required permits, so the project is shovel ready. Important note, the approved permit expires in March 2022.
 - This project was included in the approved CRMRF 20-year Capital Improvement Plan for \$500,000 in funding during FY 2021-22.
- Coronavirus Response (COVID-19)
 - Executive Order No. (EO) 180 takes on Friday, November 25, at 5pm and extends EO176 through Friday, December 11. The primary change outlined in EO180 is face coverings being required in public places, including indoors if anyone is in the space who is not a member of the same household.
 - Public Notice #14 was posted on December 3rd that includes notice that everyone that attends our public meetings to wear a face covering for the duration of the meeting, except those individuals speaking. The notice also clarifies our ability to exceed the mass gathering requiring to conduct official Village meetings if social distancing and face coverings are in place.
- Conceptual Master Plan Development
 - On December 2, BobK & I met with Koontz Jones Design (KJD) to review the revisions to the Conceptual master Plan discussed during the Council Work Session on November 19. The following is a summary of the revisions:
 - Concept Plan “A” was the preferred plan
 - Desire for two (2) entrances; implemented in phases



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- Community Center & Covered Stage moved together in the vicinity of location shown for Covered Stage on Plan A
- Ensure Park Trail does not cut thru Event Lawn
- Delete Community Farm/Orchard
- Revise reference to trail to “Possible Future Trail Connection”
- Use layout from Plan B to show the Multi-purpose Field & Youth Baseball/Softball Field
- BobK & I scheduled for follow-up meeting with KJD on December 17, which will allow ample time for our public review process in January.
- Code Enforcement
 - The following is a summary of code enforcement activities for the month of November.

<u>Violation</u>	<u>#</u>
• Travel	3
• Travel Trailer	4
• Other	<u>3</u>
• TOTAL VIOLATIONS	10
- Live Streaming Village Public Meetings
 - Staff participated in a virtual meeting with our IT vendor (VC3), our hardware installation vendor (Smarter Systems), and the software vendor (AV Capture) to discuss pre-installation preparations. A tentative installation date of December 15th has been identified, contingent upon all equipment & hardware being available.
 - Our tentative target for bringing the system online is January.
- Administrative/Personnel Matters
 - Vacant Positions
 - One (1) Public Works Specialist
 - Will advertise the vacancy immediately after the holidays.
 - One (1) Public Works Crew Leader (effective April 1, 2021)



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- One (1) Police Officer
 - Background investigation starting on a prospective new officer with 2-years' experience. Target start date of January 2021.
- Geneser lawsuit ref: Hummingbird Lane Update – The Village Attorney provided Council (via email) a copy of the Cherrys' Notice of Appeal. If the Council has any questions, the Village Attorney will be available during the proposed closed session after the regular meeting on December 9th.
- Batchelor lawsuit ref: Hummingbird Lane Update – No Change
- The December & January Village Schedule, Event, & Meeting Calendar is attached.