



# VILLAGE of WHISPERING PINES

## MANAGER'S REPORT – MONTHLY

January 8, 2021

- Upcoming Events
  - Holiday - Martin Luther King Day, January 18, Village Hall Closed
- Upcoming Meetings
  - Wednesday, January 13, Village Council, 6pm
  - Saturday, January 23, Village Council Retreat, 9am
  - Monday, January 25, Lakes & Watershed, 6:30pm
  - Thursday, January 28, Village Council Work Session, 2pm
- Capital Project Update
  - Cardinal Lake Dam maintenance/repair
    - The maintenance scheduled to begin on January 6 was delayed due to weather (wet conditions). BobK is coordinating with the Village Engineer to reschedule as soon as possible and when weather/conditions permit.
  - Lakeview Drive Bridge Project
    - We have a meeting scheduled with Carolina Water Service (CWS) next week to discuss the water line that will be impacted by the bridge project.
    - A review of the scope of the project and a draft timeline will be presented at the January work session.
- Coronavirus Response (COVID-19)
  - Executive Order No. (EO) 188 extends the modified stay at home order through Friday, January 29, 2021. This has no impact on Village operations therefore no additional public notices will be issued.
  - Vaccinations
    - Police & Fire personnel that have requested the vaccination are being scheduled for vaccinations next week.
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- Conceptual Master Plan Development
  - The updated conceptual master plan is included in the meeting packet. The timeline below outlines the process for moving forward.
    - January 8 – Publicize (post online) Draft Conceptual Master Plan
    - January 11 – Public Review in Council Chambers, 4 – 6pm
      - Comment cards will be available
    - January 13 – Public Hearing (regular Council Meeting)
    - January 28 – Council Work Session
      - Based on the comment cards and public hearing comments, Council to provide direction on final draft revisions.
- Village IT
  - The VC3 (IT vendor) representative that serves as our IT Director attended our staff meeting this week. In addition to general discussion of current IT issues, staff discussed several items below to be considered moving forward.
    - Installation of a new Village wide phone system.
    - Transition all computer hardware to an automatic replacement plan.
    - Transition to a Microsoft government email domain name.
      - Replace wppolice, wppfirerescue, whisperingpinesnc, with one domain name (to be determined) for all email/website
    - Mobile data terminal installation for fire rescue apparatus
    - Phone billing streamlining and consolidation
    - Budget development timeline
- Live Streaming Village Public Meetings
  - Staff conducted several mock meetings to test new system. We have identified a couple of minor technical issues (slight delay in audio to visual & minimal chirping audio during livestreaming/playback). Based on the minor nature of these issues we are preparing to move forward with using AVCapure at the regular Council meeting on January 13. The mock meetings



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were helpful; but the only way to work out the kinks is to actually use the system.

- Directions on how to access AVCapture to livestream the meeting will be included in the meeting packet and will be publicized again the days before the meeting.
- We intend to continue to use our audio recording device as a back-up to AVCapture. So, even if the livestreaming system were to fail, the audio recording would be available and posted on website.
- Administrative/Personnel Matters
  - Full-time Firefighter Matt Tiller has submitted his resignation, effective January 16, 2021.
  - Full-time Firefighter Corey Pope has submitted his resignation, effective January 24, 2021.
  - One (1) police officer was in quarantine due to COVID exposure (while off-duty) and eventually began experiencing symptoms. Assuming he meets the CDC guidelines, he will return to work on January 15, 2021.
  - New police officer Corey Wilson was been certified by the state and was sworn-in on January 7.
  - Permits issued (2021 season YTD)
    - Boats – 114
    - Golf carts - 65
  - Glenn & I have completed a draft of the Manager Evaluation process and will provide an overview of the process to the Council during the retreat on January 23.
  - Cindy & I met with our prospective new auditor on Thursday. We will provide additional information on the prospective new auditor, including qualifications and costs, at the January work session.
  - Vacant Positions
    - One (1) Public Works Specialist



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- Will advertise next week.
- One (1) Public Works Crew Leader (effective April 1, 2021)
- One (1) Firefighter (effective January 16, 2021)
- One (1) Firefighter (effective January 24, 2021)
- Geneser lawsuit ref: Hummingbird Lane Update – the transcript and copy of the appeal was provided to Council via email. Otherwise, no change.
- Batchelor lawsuit ref: Hummingbird Lane Update – No Change
- The January & February Village Schedule, Event, & Meeting Calendar is attached.