Public Works Department
Monthly Report
January 2025

Brush Pick Up

At this time, Public Works has suspended brush collection in lieu of Henderson County has contracted storm debris removal from Hurricane Helene.

Public Works has collected 108 Christmas Trees.

Vehicles

We are still performing maintenance on Town vehicles. Our new brush truck has arrived. It has been lettered. We are waiting on the title. Once we have the title, we will purchase the tag and the truck will be ready to go to work!

Sanitation

Garbage collection has returned to normal at this time.

Bill Moore Community Park

Public Works is removing the rest of the remaining damaged fencing at the ball fields and multi-purpose courts. This will conclude our work at the park at this time.

Parks and Recreation Department
Monthly Report
January 2025

Programs

- **Winter Yoga Class**:
  Our 8-week Winter Yoga Class began this month. We have 12 participants attending each Thursday from 5:30 to 6:30 p.m. at Town Hall. The class runs through February 27th, with Lindsay Fox as the instructor, who is receiving excellent feedback for her work.
- **Father/Daughter Dance**:
  Registration is now open for the Father/Daughter Dance, with 135 participants already signed up. The event is scheduled for **Saturday, February 8th**, from **3:00 to 5:00 p.m.** at the Prescott Event Center (37 Maxwell Dr., Hendersonville, NC). This cherished annual event provides a memorable opportunity for fathers (or father figures) and daughters to enjoy music, dancing, and refreshments.

Bill Moore Community Park

Our maintenance crew has been diligently working through the winter worklist. The following tasks were completed in January:

1. Painted parking lot stripes
2. Cleaned up in front of the maintenance building
3. Cleared large garden beds
4. Serviced trucks
5. Pruned trees
6. Cleared curb lines
7. Began cleaning shop areas
8. Dug ditches along the greenway to address water puddling
9. Mulched several areas
10. Started concession stand restoration
11. Removed metal sculptures from garden area
12. Completed snow removal and applied ice melt as needed
13. Cleared the greenway
14. Fixed temporary fencing
15. Eradicated poison ivy along the greenway
16. Ordered green stakes and rope for driveway
17. Repaired frozen bathroom pipes
18. Scraped and removed dirt from the lacrosse field
19. Measured baselines and marked bases and pitcher's mounds
20. Performed regular daily cleanup and maintenance tasks

- **Ballfield Repairs**:
  Turfplaner of Carolina will begin ballfield repairs in the coming weeks. Cold weather has delayed the start, but the work remains a priority.

Employment

- **New Hire**:
  Emily Sheppard joined the department as the new Recreation Program Supervisor on **January 21st**. Welcome, Emily!
- **Open Position**:
  We are currently seeking a part-time Park Maintenance worker. This **permanent, year-round position** averages **16 hours per week** and is advertised on the Town website.

Monthly Update— January, 2025
Planning & Zoning

Planning Board/ZBA – The meeting for January was postponed due to inclement weather. The Feb. 18 meeting will include the initial discussion on possible amendments to the Town's floodplain development regulations.

- Continued day to day issuance of permits, fielded inquiries about potential new developments, and responded to miscellaneous complaints (various complaints involving zoning, solid waste, and/or junked vehicles.

- Continued work on implementation of various minimum measures related to the Town's MS4 Stormwater Permit. Continued discussions and work with Mary Roderick from LOS and Chris Brown from McGill on various aspects of the program. Submitted the 2024 annual self assessment to the State.

- Have been continuing work with owners of properties affected by Helene. Two permits have been issued for compliant replacement manufactured homes on Walkway Path and Jackson Road. More discussions occurring w/ other parties on several other properties. There are a few properties we have not yet heard from that we will do additional notification to in Feb. or early March, as FEMA expects the Town to treat "substantially damaged" structures as non-compliant, and thus commence enforcement procedures if we do not hear from the owners.

- Attended (virtually) the Jan. 9 meeting of TCC (advisory board to the MPO).

- Participated in meeting with Town Manager, and a party possibly interested in workforce housing in the future Town Center area.

Administration Monthly Report
Heather Taylor, Assistant Town Manager

January 2025

Assistant Town Manager:

- **Hurricane Helene/FEMA Park Recovery:**
    - Submitted another project for completed work for Category B expenses which included park debris removal, replacement of trash/recycling cans and traffic cones, and other equipment used.
    - Assisted Parks and Recreation in working on a draft bid to repair all the electrical panels/breakers in the park. Ended up working with McGill for assistance in describing the electrical damage-hopefully will bid in February.
    - Assisted Parks and Recreation with bidding out the concession building repair, and First Restoration was lowest bidder and they began work in mid-January.
- **Website/Facebook:**
    - Continuing to work on updating the Town's website with current Town information as well as trying to post to the Town's Facebook account a couple times a week.

Finance:

- **Taxes for 2024-** Candy will present her tax collection report at the February meeting.
- **Business Registration Revenue-** Susan continues to work on collecting outstanding business registrations.
- **Budgets for 25/26-** Department Heads are currently working on preparing their budget submission for the upcoming FY 25/26. They also presented basic information at our pre-budget kickoff meeting on January 13. A budget folder will be prepared for everyone prior to the March pre-budget workshop.
- **Year-End-** Finished year end payroll procedures including quarterly reports as well as balanced and printed the W2's for employees. W2's were distributed the week of January 20. 1099s were also prepared and electronically filed as well.

Human Resource:

- **Employment-**
    - Recreation Program Supervisor- Position offered to Emily Sheppard and she began work with the Town on Tuesday, January 21.
    - Police Officers- Chandler Floyd began work as a police cadet on Tuesday, January 14, and Abigail Grieve will start work with the Town as a police officer in February.
- **Wellness-**
    - Employee Gym- Over 70 hours were spent in the employee wellness gym as of 1/29.
    - Blood Pressure Checks- No screenings were held in January and they will resume in February.