

**Tax Office Project Meeting**  
**Monday, May 13, 2013 – 9:30 AM**

In Attendance: Rhonda Owens,  
Sherry Lavender  
Katie Dougherty  
Paula Roach  
Danny Searcy  
Hazel Haynes  
Jeff McDonald (by phone)

Rhonda told the group that she had prepared a calendar for the Tax Office Project that she will share with the group. Each can add important dates on it so that everyone will be kept up to date on happenings in the Tax Office and the Tax Office Project

Jeff McDonald is working on contracts with Carl Classen. He does not anticipate any major issues on these contracts, but it will take some time. He will schedule a kick off meeting to walk through the process with everyone – possibly 1 to 2 hours. A tentative date is June 10 at 1:00 PM. A status report will be provided each week, and the group can review it at the Monday morning meetings.

Jeff said training sessions will be provided for multiple counties in Morganton on June 17 – 21. Melody Barker is working on the schedule for these sessions and will send these as soon as finalized.

Jeff had concerns about the integration of the software system which will involve Keystone (financial), Cott (Register of Deeds), and Intergov (Building Inspections.) Rhonda has had conversations with Keystone and Intergov, but has had no conversations with Cott. She thinks there will be no problem with Intergov, and she believes Keystone will work out. Cott could be a problem.

Jeff is working with Mike Peters. Rhonda said Mr. Peters will need to be very involved, because he is an important piece. She does not think there will be a problem with Mike, but there will probably be charges.

Danny met with the architect last week and will have a follow up meeting tomorrow.

There were electrical challenges in using the County Office Building to house the Tax Office during the renovation. There is a possibility that the Tax Office could be occupied and renovated at the same time with some planning. Danny has talked with Stephen Matheny at ICC to determine if the old Rutherfordton Elementary could be used, if necessary. Using the old Rutherfordton Elementary would save \$2,500 as they would not have to add internet service. Rhonda said switches would have to be purchased as the existing switches would have to stay in the courthouse due to other departments using these.

Danny is concerned about the 30 day time line that has been discussed. He is receiving two sets of information on this issue. He has asked Carl to be able to speak with Emmett Curl directly regarding this issue.

Danny asked that Sherry and Katie prepare a plan of what they must have and what they can do without for a short term and provide this to him. Sherry and Katie will work on logistics with Listing and Collections as the primary concerns.

Danny asked for present problems that could be fixed during the renovation. Sherry listed a back door that allows flooding in an area if there is a hard rain. Katie asked that the duct work be looked at to determine the cause of the dirty coverings.