

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, *Chairman*
William Eckler, *Vice Chairman*
Greg Lovelace
Eddie Holland
Roger Richard

Carl Classen, *County Manager*
Hazel S. Haynes, *Clerk to the Board*
Richard Williams, *County Attorney*

April 12, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items Week Ending April 12, 2013

General:

This is a highlight of items from the previous week. It is not meant to be exhaustive but to inform the Commissioners and Department Heads.

Board of Elections:

Sunday through Tuesday, the Director and staff worked very hard hosting the NCADE Directors Conference in Concord. More than 300 Directors, staff and Board Members from across the state attended. During the week, the office processed 23 new voters, 1,050 duplicates, 16 changes of information and mailed 61 verification and confirmation cards. Absentee by mail voting has begun for the Chimney Rock Village ABC Referendum.

Building Inspections:

Building Inspections has conducted 113 inspections this week. Staff also issued 24 permits totaling \$2,931 in fees. The Fire Inspector has been in an Electrical Code training course last week and this week. The Department has been working with IT to make procedural changes that will coincide with the launch of the new County website.

Clerk to the Board:

On Tuesday, April 9, Commissioners were invited to attend a ribbon cutting at Verizon Wireless and Business After Hours at the former Rutherfordton Elementary School sponsored by Leadership Rutherford and Isothermal Community College Continuing Education Department. On Thursday, April 11, Chairman Owens and Vice Chairman Eckler along with the Clerk to the Board attended the North Carolina Association of County Commissioners District Meeting in Lenoir. The NCACC provided a legislative update.

Cooperative Extension:

The **County Extension Director** held a meeting for producers interested in marketing calves through the Mountain Cattle Alliance, met with the Cleveland County Farm Bureau to talk about a Regional Livestock Educational Facility and continues to assist Rutherford County citizens with questions/problems through office visits, phone calls, emails, and site visits. The **Family and Consumer Sciences Agent** completed the cultural immersion program and facilitated Grandparents Raising Grandchildren support group meeting. The **4-H Agent** completed the cultural immersion study tour in Tuscon, Arizona, Nogales, Sonora, and Mexico. The agent learned a lot about working with Latino(a) audiences and border issues. The agent also toured Cooperative Extension programs in Santa Cruz County and Pima County. **The**

Agricultural Agent networked on Agriculture Day Programming, sent Home and Garden articles to the Daily Courier, and submitted the news column for WCAB. The agent made 49 contacts.

County Manager:

The County Manager attended numerous meetings this week. Mr. Classen began the week meeting with Tax Staff and Emmett Curl reviewing the proposed software and implementation of the revised management structure, attended the weekly Solid Waste Transfer Station update, attended the weekly Public Works Project meeting which includes Queens Gap and Greyrock, and attended a Facilities Discussions meeting with Mr. Owens. Mr. Classen attended a WAVE meeting in Lake Lure, met with the Chairman and Community in Schools Director Brenda Watson, met with Rhonda Owens and Peter Gaulin regarding VOIP phone service, attended a meeting with David Odom, Danny Searcy, Katie Doherty and Matt Blackwell regarding the Commissioners' goal on infrastructure development, met with Bob Howard, Beth Miller, Chair Julius Owens, and Vice-Chair Bill Eckler regarding the government fuel contracts at the airport, and attended the NCACC Legislative Conference call. Mr. Classen also attended the Chamber's Business after Hours, attended a meeting in Raleigh with DHHS Secretary Vos regarding Western Highlands. Ending the week, Mr. Classen attended a Western Highlands Board meeting in Asheville, as well as, met with Matt Blackwell regarding EDC project updates, and met with County Attorney Richard Williams regarding legal issues.

Economic Development:

This week the Executive Director reviewed existing grants and industrial incentives with the Grant Administrator to include estimates for the FY 13-14 Budget; along with the Project Administrator, delivered an industrial incentive grant disbursement to Alliance Precision Plastics; met with a local entrepreneur on the development of a new business opportunity; attended the CTP planning meeting at the County Annex, participated in a conference call with NC Commerce, SBTDC and a local company; met with Duke Energy representatives; delivered NC Rural Center grant documents to Americal; dropped off industrial incentive agreement documents to Manroy Defense; followed up on a NC Rural Center grant disbursement request for Isothermal Textile Services; and participated in a webinar in preparation for holding a community forum on "aligning manufacturing needs with NC's educational systems."

The Project Administrator worked on detailed response packages for previous existing industry visits; made five existing industry visits which included a revisit; attended a staff meeting; and worked with the Executive Director to provide workforce and other response information for a project request. The Grant Administrator prepared documents for the Alliance Plastics grant for the County, Spindale and One NC; prepared ONE NC and Rural Center submissions for Americal; met with the grant review committee for Duke Energy; and studied open grants for payment dates, industry reporting requirements, county obligations and paperwork. The Economic Development Assistant tried to coordinate appointments for the Executive Director to meet with possible woody mass suppliers for a prospect; assembled and prepared documents for payroll; worked with IT to attempt to identify and resolve an issue regarding an ongoing error code; worked with IT to research obtaining a license for the Grant Administrator to access our database and completed transposing the minutes from the last board meeting.

Emergency Services:

This week **EMS Personnel** responded to 200 calls which include Emergency and Specialized Transport. The Director met with the County Manager and Finance Director to review budget items, conducted an Administrative meeting with EMS leadership, attended an Emergency Management Team meeting, met with administrative staff of Davita Dialysis to discuss training opportunities for staff, and registered staff for a EMS Leadership Training Series. **Emergency**

Management/Fire Marshal: The Fire Marshal worked with a number of fire departments on budget requests, conducted an investigation that led to one arrest for a burning of a storage building, attended several meetings, assisted State Emergency Management with an equipment inventory, and served as a Judge for McDowell County Firefighter's Association firefighter competition.

Finance:

The Finance Director attended the weekly Transfer Station meeting and the weekly Project update meeting. The Finance Department continues to work on budget information for FY13-14. The Director and Assistant Director also met with EMS regarding budget items.

Human Resources:

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Employees who have left the service of Rutherford County are Billy Wall (Sheriff), and Denise White (p/t Senior Center). Welcome new hire Frank Ensley (p/t Senior Center). Terry Ledford conducted a “Building Self Esteem” course that was open to all employees at no cost. The Director attended a meeting with Paula Roach, Richard Pettus and Carl Classen. The County Blood Drive is May 8th—please call for an appointment.

Information Technology:

Information Technology has been busy with website update training classes with more classes scheduled for next week. Staff have replaced the computer at the courthouse for the door lock security software, and continue to discuss ideas and plans for changing out the legacy phone system.

Library:

The County Library staff has been preparing for three upcoming events next week. The Spring Book Sale beginning on Thursday April 18th at 9:00 a.m. and ending on Saturday at noon. There is a huge selection of paperback and hardbound books both for adults and children as well as CD's, VHS and DVDs. Thursday April 18th at 7:00 p.m., the Rutherford County Library Society is hosting a wellness program with Dr. Jackie McKool. “Let Food Be Your Medicine” is the topic. A variety of raw food will be available for sampling. Free and open to the public. On Saturday morning April 20th at 10 a.m., the Rutherford County Library Society is hosting a children’s program presented by Bright Star Theatre “The Ugly Duckling”. Free and open to the public.

Public Works/Planning:

The garage had 9 preventative maintenance service calls, 16 repairs, 6 tire service calls and 9 other repairs. The Maintenance crew continues to stay busy after hours repairing problems within the Detention Facility due to inmates, while seeking solutions to these problems with detention personnel. The maintenance staff is also working diligently as mowing season is upon us. Likewise, several air conditioning units have begun to reflect problems as the temperature is warming up. The Director is working with the Manager and Finance Director on the requests for the FY13-14 budget. The Director attended the regular project update meeting and attended a meeting with Carl Classen, David Odom, and Katie Doherty. The Director and staff continue to work with contractors on on-going projects.

Register of Deeds:

The Register of Deeds office had an active week with 429 transactions collecting \$13,068.00.

Senior Center:

The Senior Center hosted the Senior Performing Arts Follies last Friday night. Robert Judd won the “Best-Over-All Blue Ribbon”. The center also held a program on Monday about “Medicare Fraud & Abuse, Scams, Identity Theft” presented by Diane Trainor, SHIIP’s Senior Medicare Patrol Outreach Specialist, and had another program on Tuesday about the “Sure Response” program presented by Jeanna Powell from Verizon Wireless. With the Sure Response you have the assurance of being able to call for emergency help no matter where you are. On Friday, the center had the Opening Gala for the Senior Games. The Senior Games will be from April 12-26. 90 seniors have signed up to compete in the sporting events.

Social Services:

Regular weekly meetings and cross training continue with NC FAST implementation and for the soft launch of NC FAST in Medicaid and Work First. Director, John Carroll, and Program Manager, Lorie Horne, attended the DSS Director’s Legal Conference at the School of Government in Chapel Hill on Tuesday. Topics discussed were Employees and Social Media, Family Medicaid Leave, Unclaimed Bodies Laws, Human Services Organization and Governance, and a legislative update was presented. They also met with the County Manager on Wednesday to discuss local mental health issues. The Director, Pam Price and Luann Hoyle attended the county web site training on Wednesday. The Director and Adult Services Supervisor, Vic Martin, and Lead Worker, Lori Hall, met with Western Highland staff on Thursday

concerning the Department of Justice settlement agreement and housing options for mentally ill consumers. The Director and Fiscal Officer continue work on the 2013-14 budget to present to the DSS Board at their meeting next week. Several child welfare supervisors and staff attended a training, *Response to Domestic Violence*, in Polk County on Thursday. The training was sponsored by Family Violence Prevention and Services, Steps to Hope, and Pisgah Legal Services.

Soil and Water:

The Admin/Education Specialist attended a County Website Training, completed District Board meeting minutes, and is working on lesson plans for Pinnacle Farm Field Day. The Specialist is also working on preparing for a NRCS program review and NC Cost Share Program Review. The Water Quality Specialist took 1 application for assistance, gave technical advice to 4 farmers and inspected 4 ongoing projects. The Water Quality Specialist also entered data in the IBEAM state system for the request of payments and is preparing for a NC Cost Share Program Review. Lastly, the specialist is preparing the 2014 District Strategy Plan and conducting 2003-2012 program years Spot Checks.

Solid Waste:

The Solid Waste Department served 304 customers, hauled 62 loads from convenience centers, and shipped 34 loads to Lenoir. The Solid Waste Director attended the weekly transfer station meeting and also met with the Sheriff's Department about the old Avondale landfill. The Director held a pre-proposal meeting on electronics and sent out a RFP for recycling for the enhanced recycling project. The Solid Waste Department purchased a dump truck this week. The Solid Waste/Litter Patrol officer has six active cases for littering and has worked six community service workers this week.

Tax:

The Appraisal Department answered 86 phone calls, assisted 24 citizens with the present use program and 9 citizens who came in to the office. Staff mailed 2 value notice letters and completed 1 report request. The office received 3 new appeals. **GIS/Mapping/Land Records/Addressing** assisted 53 taxpayers, answered 153 phone calls, and issued 7 pre-permits. 5.75 hours were spent on Research and 44.55 hours were spent on Special Projects. **Land Records** printed 36 newly recorded deeds, transferred 80, and set up 26 new accounts. **GIS** completed 5 splits, 3 merges, 1 acreage adjustments, and created 13 new maps. **Addressing** assigned 3 new addresses, and updated 8. **GIS website** had 185,088 hits and 107,872 successful searches. **The Collections Department** has been busy preparing reports for finance on how the new credit card system is working. Staff has taken approximately 73 payments using credit/debit cards, 51 payments at the counter, 27 payments by phone, and 152 by web. Staff has also continued to issue garnishments and attachments. 5 field visits have been made. **The Listing Department** is still valuing personal property and entering exclusions. Staff completed 22 discoveries, 17 releases, and 15 refunds.

Tourism:

TDA staff presented to the Leadership Rutherford class about our tourism in our county and the TDA's efforts to grow this industry. The TDA also held a marketing planning session to set our messaging language and tone for the next fiscal year. The VIN – Wayfinding committee met to review the recent developments, research, and NCDOT requests underway. TDA also met with the Cliffside Historical Society to look into using the new app currently under development as a way to bring Cliffside's story to life – and to give visitors a way to experience it in a unique and engaging way.

Transit:

Transit drove 9,853 miles, transported 1,104 passengers and collected \$12,672 in revenue. There were no safety violations. The Director and Operations Manager attended the annual conference for the NC Public Transportation Association and the Director was elected to the Board of Directors for the Association. The RFQ for new vehicle radios was awarded this week and new digital radios will be installed in all vehicles along with GPS by June 30th. Drivers will also begin utilizing a Bluetooth earpiece for radio communication. This will allow for privacy on board vehicles between the drivers and dispatch.

Veterans Office:

The staff made 123 contacts this week. Staff also had 76 telephone interviews, with 57 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry.

Special Recognition Highlights



152 East Main Street • Forest City, NC 28043
Phone (828) 247-4495 • Fax (828) 247-4498

MEMORANDUM

ENGINEER'S CONSTRUCTION OBSERVATION REPORT

Project: **Transfer Station Upgrades**

Contractor: **Maple Leaf Design & Build, Inc.**

Date: **04/06/2013** Time of Arrival: **11:00 am**

Notice to Proceed:

Previous Rain Days: **0**

Rain Days Since Last Report: **0** Total Rain Days **0**

Construction Report No.: **19**

Contact at Site: **Bernie Dilgert**

Weather Conditions: **sunny**

Substantial Completion Date:

Previous Substantial Completion Date:

Current Substantial Completion Date:

Observations & Notes:

- Contractor has completed first pour
- Second pour scheduled for wed
- Project progress is steady and in compliance with plans
- No problem noted on site

ANNUAL COUNTY BLOOD DRIVE MAY 8TH

11:00 UNTIL 3:00 AT COUNTY OFFICES

CONTACT HR TO SCHEDULE AN APPOINTMENT



RELAY FOR LIFE

RELAY has kicked off with many fund raisers on the horizon—we hope each employee will get involved in some way with RELAY—upcoming fundraisers:

- | | |
|------------------------|---|
| April 11 | Spaghetti lunch-County Office Building- |
| | Spaghetti lunch a success-raised appr \$650.00 dollars—thank you to everyone who helped in any way!!! |
| April 20 | Sheriff's Shooting Tournament |
| May 3 | Hanging basket sale |
| May 4 | Flowers, books, quilt tickets sold at Mayfest |
| May 17 | RADA cultery orders due |
| Now until RELAY night- | Quilt ticket sales |