

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*

August 16, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending August 16, 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.

Airport:

For the month of July, the Airport sold 9,743.94 gallons of fuel. Chris Roach was hired full time on August 5, 2013 as the Airport Service Specialist. The Airport Authority met on August 13, 2013 and appointed Bill Eckler as Chairman and Greg Lovelace as Vice Chairman. The meetings will be held every 3rd Tuesday of the month at 5:30 in the commissioners chambers, except September and October while the Revenue Department is using that room. The location for September 17 and October 15 meetings will be announced shortly.

Board of Elections:

The Director met by conference call with State Board employees and other Directors to develop presentations for next week's State Board Training Conference in Raleigh. The Director has also been busy preparing for the first NCADE meeting as President which will take place at the conference. Staff has been busy straightening up the office in preparation for equipment testing and Absentee Voting.

Building Inspections:

Building Inspections has issued 29 permits for a total of \$3,750 in fees. Inspectors have conducted 120 inspections this week as well. Included in those inspections are Certificate of Occupancies for 5 new modular classrooms at Thomas Jefferson Classical Academy. Unfortunately, the department has been inexplicably inundated with multiple complaints from citizens regarding buildings with no permits which has kept our inspectors busy with investigations.

Clerk to the Board:

Commissioners had their first meeting as the Rutherford County Airport Authority on Tuesday, August 13. The new agenda software is on track and the implementation schedule meetings are being held with Information Technology this week. Several Commissioners attended presentations with Congressman McHenry on Thursday and the 10th anniversary celebration of Thera-ssage.

Cooperative Extension:

The **Director** continues working towards the completion of the Agricultural Educational Livestock Facility, continues work with producers on processing cattle for the Mountain Cattle Alliance sale in August, and continues to assist clients with technical problems through office visits, phone calls, email, and farm visits. The **Family and Consumer Sciences Agent** attended the West District ECA meeting, met with Grillin & Chillin planning committee, conducted the radio program and prepared for upcoming classes to be held next week. The **4-H Youth Development Agent** taught summer fun classes, attended a meeting at Pinnacle Elementary School where students and volunteers were busy building a new quilt garden, mulching walkways and getting ready to plant. The Betsy Ross 4-H Club is operating the New Beginnings Soup Kitchen where they will serve at least 400 residents in need of food. The Poultry Club visited the Ronald McDonald House in Greenville SC. They delivered the canned drink tabs they had collected over the past year. The **Agricultural Agent** attended several meetings this week.

County Manager:

The County Manager attended numerous meetings this week. The week began with a meeting to review the Revenue Department progress. Mr. Classen then met with Kathy Eckler and Danielle Withrow regarding the Farmer's Market, met with Danny Searcy and David Odom regarding Public Works project updates which includes Greyrock and Queens Gap, attended the weekly Transfer Station Project meeting with James Kilgo, met with Paula Roach and Richard Williams regarding Phone System authority, met with Jeff Bradley and Jan McGuinn and met with Matt Blackwell regarding ED updates. Mr. Classen continued with meetings with Brooke Watson, Beth Miller, and Chris Roach regarding the Airport, met with Russell Hyde, and met with Rob Craig. A DMWD and Rail Trails meeting was held followed by a Land Classification study meeting. Mr. Classen met with ReaAnn Turner, James Kilgo, and Sherry Lavender regarding tax fees, attended a Building Safety Webinar, and attended Sewer System Proposals Engineering interviews. Lastly, Mr. Classen attended a WNC City/County Manager meeting.

Economic Development

. This week, the Executive Director reached out to Economic Development professionals along the Hwy 74 Corridor inviting them to participate in the August 23rd forum at NCACC; participated in the monthly land classification planning meeting; met with an existing industry regarding prospective business opportunities; working on the Duke Site Readiness submittal; and prepared for an upcoming industrial prospect meeting. The Project Administrator provided team assistance for 2013 Duke Site Readiness projects and completed sections for final response; had an existing industry visit and scheduled additional visits for the upcoming week; and worked with an economic development partner on training and various aspects of the job. The Economic Development Assistant continued collecting detailed data for the Duke Site Readiness submittal and began inputting that data into final draft format; sent out public notice, agenda and minutes for upcoming advisory board meeting; referred an existing retail business looking to expand to one of our allies; and referred a possible retail start up prospect to the Small Business Center.

Emergency Management/Fire Marshal:

Staff assisted fire departments with completing annual Relief Fund forms, attended Rutherford/McDowell Law Enforcement Directors Alliance meeting, attended a Assistance to Firefighters Grant check presentation by Congressman Patrick McHenry at Rutherfordton Fire Department, and attended the County Safety Committee meeting. The Deputy Fire Marshal received training on the Lake Lure fire boat, and compiled ladder information from fire department for scheduling ladder testing.

Finance:

The Assistant Director continues to meet with people who are purchasing items off Gov Deals. Meetings were held with Carl Classen to discuss, tax fees, the Transfer Station project, Revenue Department issues, and other matters. The Finance Office has completed interviews and are in the process of checking references to fill the vacant finance technician position. The County received notice this week from Standards & Poor's who re-affirmed the County's GO and COP's ratings. Thanks to everyone who participated or provided information for the rating call.

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 Barbara Daigle (Transit), Sue Gibson (Transit) and Velvia Mistretta (Transit). Welcome new hires Timothy Lowery (move to full time Sheriff), Webb Hardin, III (DSS Security), Jon Pealy (p/t Sheriff), Aaron Keever (move to full time Detention), Kayla Wynn (move to full time EMS), Jake Stephenson (move to full time EMS), Frank Colini (DSS), James Johnson (Transit), Terry Buckner (Transit) and Chris Roach (move to full time Airport). The HR Director completed the interviews for Finance, held meetings with Tax office staff, and attended a Community Health Board meeting.

Information Technology:

After the IT Director had a 'shocking' weekend, staff has been busy doing a trial run of the Revenue Department setup in the Commissioner's room and kitchen. Things went well and the layout has been established. Work continues on getting data together from the old keystone software to the new NCPTS software. Staff met with AFL who will be doing the cabling in the tax office to discuss the approach, and the revised bids for the VOIP have been opened and we should know by Friday who the vendor will be. Bids came in within budget. As a reminder, all new phones will work off existing computer drops. If a phone needs to be moved, ask Shannon Spencer from Maintenance for a network drop and not a phone drop. Please remember to check with IT to make sure there is room in your switches for additional drops.

Library:

Several staff are working on Facebook grants and formulating ideas for programming for the fall and winter. Jeanne Smith is submitting one of her teen programs for an NDPLDA award. The Director is getting information together for the 30 + library directors and state library personnel scheduled to meet in Lake Lure next week. **FROM THE MOUNTAINS BRANCH:** The remodeling of the children's section at Mountains Branch Library is almost complete. With the help of the Friends of the Library, we have been able to replace the carpet, paint, and purchase additional shelving. *We would like to thank the Maintenance Department for all the help given during this process.*

Public Works/Planning:

The garage had 8 preventative maintenance service calls, 13 repairs, 3 tire service calls and 10 other repairs. Maintenance completed 30 work orders and repairs along with preventative maintenance and groundskeeping. The Director and Operations Manager participated in various meetings with contractors, other department heads and staff, the manager and attorney, as well as, the planning board. Continued coordination with commissioners and planning board regarding the solar farm ordinance research along with attending a solar farm forum in Asheville with several Planning Board members and Commissioner Eckler. The bid opening for the Revenue Department was held this week. The Director participated in rail trails meetings to explore alternatives to rail removal and grant opportunities. Other meetings were regarding facility repairs and improvement plans, planning and maintenance and county projects to include continued emphasis on preparing for the tax office renovation; Greyrock, Queens Gap, rail trails, and other planning board activities.

Greyrock Updates: Project 4B is complete. Project 3B is underway down to the first culvert from the beginning of Project 1. We are encountering some rock but everything else is moving smoothly. No clearing is being done until the stone is installed on the first section, matting is down and culvert installed. Then they will clear to the second culvert and build that which should go quickly. Project 7 is continuing. The sediment across the road has been removed and matting is installed on the first 500'. We have encountered some trash buried in the current section. S&ME will inspect. Project 5 & 6 paving complete. Clearing is underway on the first section of Project 8 since it needs to be built concurrently with that part of 3B.

Queens Gap Updates: Water system design is continuing. The engineer met with Maria Hunnicutt and has an agreed upon list of items to recover costs. Work continues on the PER to identify the actual costs in detail for the project. Project 1 Pre-Bid Meeting was held Aug 6th. Five contractors attended. Bids will open next Thursday (22nd). Project 2 design is continuing. We are developing the plan for the stream cleanup now as well. We met with Mr. McCurry last to discuss the sediment removal.

Register of Deeds:

The Register of Deeds office had an active week with 402 transactions collecting \$12,221.00.

The Revenue

The Revenue Department is preparing for the move to the Annex building the first week of September. All items are being packed, stored, or made available to other departments. Count down 2 weeks and 2 days. On schedule so far!! (Weekly reports will be minimized due to the concentration of continuing service to taxpayers while office renovations/transition is underway).

Senior Center:

The Center had such a great turn out in July for the Zumba classes that Wavolyn Norville has graciously agreed to extend the classes through August. These classes are free on Monday evenings in August at 5:30 p.m. Anyone age 55 or older can join and participate in any of our activities and exercise programs. The Senior Center also did a blood pressure clinic on Monday with 56 clients taking advantage of this service provided by a Rutherford Regional Medical Center nurse. The Center keeps blood pressure history cards on file and referrals are made by the R.N., when necessary. Jan McGuinn, Agriculture Agent with the Cooperative Extension, discussed the numerous ways people use herbs today and about growing herbs in your own garden. Lastly, the Book Club met on Friday to critique books they have been reading this summer and make recommendations to their friends.

Social Services:

Food and Nutrition staff continue to deal with issues associated with the new statewide system, NC FAST. Kandi Bridges, IM Administrator, and Medicaid supervisors attended a County Readiness Workshop on Tuesday in Caldwell County in preparation for Project 2 & 6 of NC FAST, which includes Medicaid and Work First. Rutherford County will begin the soft launch on September 30. Staff are receiving Over the Shoulder Support (OSS) from an NC FAST consultant Wednesday, Thursday, and Friday of this week. On Tuesday, DSS State Director, Wayne Black, visited the agency. He was attending a meeting in the western part of the state and made stops at several local agencies. Wayne recently began the job as state director after serving 20 plus years as a county director in several counties, most recently in Surry County. DSS attorney, Brian Oglesby, met with child welfare staff on Monday in preparation for court on Tuesday. The Rutherford County Community Child Protection/Child Fatality Prevention Team met at DSS on Tuesday. Beth Archer, a social worker in the Child Care Subsidy Unit, completed training in Child and Family Teams facilitation this week. Amanda T. McGee has been selected to fill the Social Work Program Manager position in Family and Children's Services. Amanda comes to us with many years of experience working in the non-profit and private sector, thirteen years in management positions with the Children's Home Society of Florida. She has implemented and worked with child welfare programs, including foster care, CPS, intensive family preservation, and family counseling programs. She will begin work on Monday August 19th.

Soil and Water:

The Admin/Education Specialist attended a Farm City planning meeting and continued working on a Outdoor Environmental Learning Center Grant Application. The Ag Cost Share Technician trained on a Stream Bank Restoration Project with the Lincoln Soil & Water Technician, took new applications, met with landowners, and talked with a landowner about a Farm Pond Project. The technician also went with the Farm Service Agency Director to look at storm damage for the Emergency Conservation Program.

Solid Waste:

The Solid Waste Department served 282 customers, hauled 68 loads from convenience centers and shipped 27 loads to Lenoir. The Director attended the weekly transfer station update meeting with Carl Classen, Paula Roach and David Odom. The Director also attended a conference call dealing with contract negotiations for the recycling program, met with a uniform company to discuss a new contract, and met to discuss solid waste fees. The staff has been busy getting Cody Marshall (Resource Recycling) the information he needs for contract negotiations. The transfer station project is still on schedule. The concrete work for the recycling projects at Danielstown and Bills Creek will begin next week. That schedule is to dig both sites Monday, form Tuesday and pour concrete at both sites Wednesday if weather allows. The rest of the landfill employees continue to perform every day job duties.

Tourism:

No report

Transportation Services:

EMS: This week EMS Personnel responded to 159 emergency calls and 88 convalescent calls. EMS held quarterly In Service training on Monday, Tuesday and Wednesday on the new King Vision Scopes. The Director completed a site readiness request from EDC and began working on a Facebook community grant. EMS also created a facebook page at www.facebook.com/rcems. EMS will have a PR team at Cool Rides Hot Nights in Forest City on Saturday providing ALS care for the event.

Transit: Transit drove 11,207 miles, completed 1,104 local trips and 63 out of county trips, transported 275 unduplicated passengers and collected \$17,521 in revenue. Transit welcomed two new part time drivers – Terry Buckner and James Johnson. The monthly safety meeting was also held and covered hands on training for wheelchair securement. Congratulations to Velvia Mistretta our Employee of the Month. The Director worked on capital reimbursement from NCDOT for 4th quarter and began training Anita Campbell on her new duties as Convalescent Coordinator for both Transit and EMS.

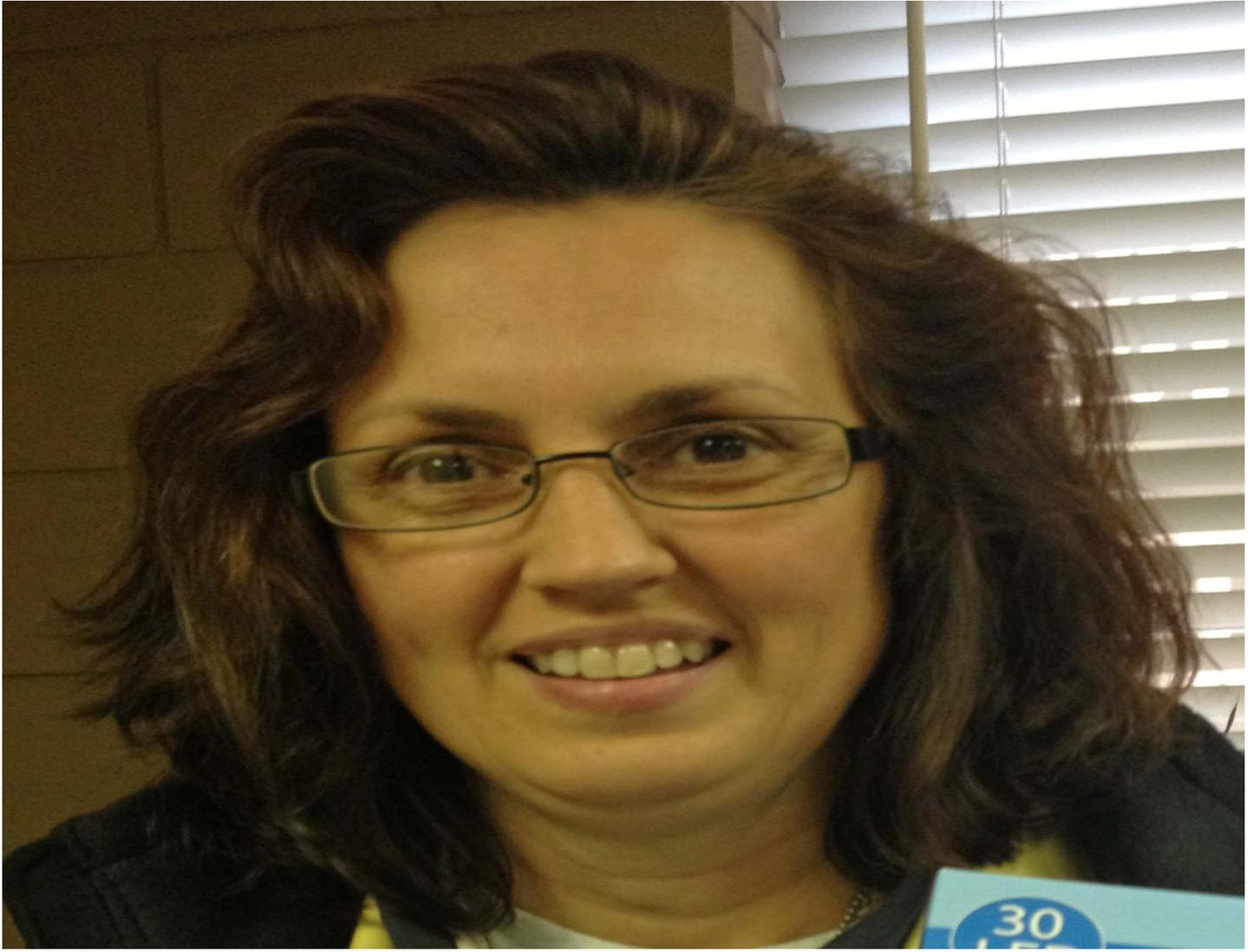
Veterans Office:

The staff made 219 contacts, received 77 telephone interviews, and had 102 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



Angela Turner and April Young posing with new shelving at Mountains Branch Library



Velvia Mistretta Transit Employee of the Month

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:

289 N. Main Street, Rutherfordton, NC 28139 ♦ 828-287-6045 ♦ 828-287-6262 (FAX)
www.rutherfordcountync.gov

April 11 Spaghetti lunch-County Office Building-
Spaghetti lunch a success-raised apprx \$650.00 dollars—thank you to everyone who helped in any way!!!
April 20 Sheriff's Shooting Tournament-Bostic Gun Club-
A total success raising \$1,130—thank you to the Sheriff and staff and all the volunteers and participants
May 3 Hanging basket sale-another great success—we sold 175 baskets/flats with a total profit
of \$500.00
May 4 Mayfest- sold flowers and quilt tickets
May 17 RADA –SUCCESS raised over \$600—thanks to everyone
June 14 Father's Day Auction---\$85.00
June 29 RELAY YARD SALE --\$108.25
August 9 Auction-Blue Grass CD's--\$45.00
Now until RELAY night—dimes for Relay—filling up 20 ounce water bottles with dimes—each bottle equals
\$100
Now until RELAY night-Quilt ticket sales