

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, *Chairman*
William Eckler, *Vice Chairman*
Susan G. Crowe
Eddie Holland
Roger Richard

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

December 7, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending December 7, 2012**

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:

Staff has been busy this week tabulating all of the paper ballots from the election by Voter Tabulation District. All of the ballots reported under administrative precincts like absentee by mail, provisional and curbside have to be sorted and added to each individual precinct or VTD. During the week, staff has processed 30 new registrations, 18 duplicate registrations, 28 changes of information and mailed out 1,037 voter registration cards.

Building Inspections:

Building Inspections issued 24 permits this week totaling \$2,660 in fees. Our inspectors have conducted 147 inspections, as well. In addition to those inspections, the Fire Inspector and a Building Inspector has continued the public school inspections. The Director attended a meeting Tuesday evening with the EDC Director and various other staff. Plan review and discussion continues with the Arcade Apartment project in Lake Lure, as well as, the classroom addition project for Lake Lure Classical Academy.

Clerk to the Board:

County Commissioners met on Monday at which time newly-elected Commissioners Eddie Holland and Greg Lovelace were sworn in along with Board of Education Members and the Register of Deeds. Commissioner Julius Owens was elected Chairman of the County Commissioners for the coming year and Commissioner Bill Eckler was elected Vice Chairman. Commissioners then held their regular meeting on Monday evening. Chairman Owens met with the Farmers' Market Vendors, Town of Spindale officials, the Tax Office Review Team along with Commissioner Richard, and the Cooperative Extension Growers this week. Commissioner Lovelace met with the Juvenile Crime Protection Committee.

County Manager:

The County Manager attended numerous meetings this week. Mr. Classen began the week attending the swearing in ceremony for elected officials. Judge Poole officiated the service which included Commissioner Greg Lovelace, re-elected Commissioner Eddie Holland, Register of Deeds Faye Huskey, School Board member John Mark Bennett, and Deputy Register of Deeds Mae McMahan and Rachel Thomas. Following this ceremony, Mr. Classen attended a Special

Meeting of the Board of Commissioners. Mr. Classen met with Michelle Whitaker and Matt Blackwell regarding EDC, attended the TDA Vision Stakeholders meeting, attended the weekly Transfer Station conference call with James Kilgo and met with Paula Roach and Danny Searcy for the weekly project update. Mr. Classen, the Board Chairman and Vice-Chair met with Attorney Richard Williams prior to attending the regular scheduled Board meeting. Continuing in the week, Mr. Classen attended a conference call regarding a Sewer Systems Study, attended a project update on Horsehead, held the monthly media discussion with Matt Clark and Gail Clayton in attendance, and met with Brian Rathbone regarding IT grants. He also attended the Board of Education meeting where three School Board members were sworn into office. Additionally, Mr. Classen attended a meeting with Matt Blackwell reference grants, attended a meeting with Chairman Owens and Spindale Town Officials, attended a Advisory Board meeting, met with Richard Williams regarding legal issues, met with Jason Ruff, and met with the Tax Office Review Committee.

Economic Development:

This week the Executive Director completed a conference call with the NC Rural Center and a local expansion project to review proposed expenditures and establish the expectations for the grant application progress; met with the County Manager and TDA Executive Director to discuss tourism and economic development collaborative opportunities; prepared a site location consultant package for submittal to a manufacturing prospect visit that occurred on Tuesday; hosted the NC Department of Commerce and site location consultants for a manufacturing prospect site visit; attended the monthly progress meeting with Horsehead Corporation grant administration for construction related projects; met with Danny Searcy to begin preliminary discussions for long-range planning efforts; met with David Odom to discuss the progress toward completing the Cliffside Sanitary District permit application due January 31, 2013; attended a meeting with the County Manager and select Economic Development Advisory Board members to discuss structure and function of the Advisory Board; began work on a NC Rural Center grant application; prepared and evaluated proposal received for the Economic Development Strategic Plan and Target Market Analysis; prepared and submitted an information package for an AdvantageWest manufacturing recruitment opportunity; contacted Duke Energy regarding opportunities for industrial development adjacent to the Cliffside facility in response to a recent RFI; and met with the County Manager, TDA, Cooperative Extension and Transit to discuss economic development and tourism collaborative opportunities. The Project Administrator conducted one Existing Industry visit, finalized outstanding pending issues with CDBG & NCRC grants on projects, assisted with site visit for Project Triathlon, worked on follow-up reports for Work, Grow, Thrive! and assisted the Economic Development Assistant with training opportunities for AccessNC and Rutherfordncedc.com. The Economic Development Assistant reconciled and reviewed accounting records with those input in Keystone, assisted in assembling the marketing data for the Project Triathlon, sorted through some publications and recycled non-sensitive outdated material, received additional training for AccessNC and website, and began updating our database for Building and Sites on our website.

Emergency Services:

This week **EMS Personnel** responded to 155 calls. The EMS Director attended several meetings this week including the regular meeting of the Board of County Commissioners. The Director and several others conducted a panel interview for the Training Officer position, which became available upon Mike Keck's retirement. EMS staff congratulates Justin Moore on his promotion to Training Officer. **Emergency Management/Fire Marshal:**

Finance:

The Finance Director is working with auditors on the completion of the county audit. The Finance Director attended the weekly project update meeting with the County Manager and Danny Searcy. The Director, along with James Kilgo and Tony Bumgardner, visited the Gaston County Solid Waste Department to learn more about their Gas to Green project. The Director and Assistant Director attended the monthly Board of Commissioners meeting.

Human Resources:

The HR Director held meetings to discuss personnel issues and retirements. The HR Director met with Richard Williams and Carl Classen to discuss personnel matters and legal issues. The HR Director also attended the Special Meeting held by the Board of Commissioners, as well as, the regular Board Meeting. The Director met with Public Works Director Danny Searcy and participated in a panel interview for the EMS Training Officer. Staff continues to prepare for the Tenure Award reception. Welcome new Commissioner Greg Lovelace, and new employees John Carpenter (Transit), and

Gary Hillmon (Transit). Staff would like to extend a special “Thank You” for the years of service provided by ex-commissioner Susan Crowe.

Information Technology:

Information Technology continues to support the hardware/software needs of the County. IT staff ran the webcasting and sound for the regular Commissioners meeting, as well as, the Special Board meeting on Monday. We all wish Rhonda Owens, IT Director a quick recovery and a warm welcome back as she has been in the hospital this week.

Library:

Be sure and check the County Library’s website at www.rutherfordcountylibrary.org for the fifth of the holiday recipes. This one is “Granny’s Southern Cornbread Dressing.” Reminder, this Saturday December 8th at 11:00 a.m., the Rutherford County Library will be presenting a Children’s Christmas Program “The Polar Express”. Join us for the free program and have your children wear their pajamas. Santa Claus will be visiting so bring your camera.

There's still time to buy a raffle ticket to win a Kindle Fire HD. The drawing will be held on December 10th. A ticket may be purchased at the County Library or the Haynes Branch. The proceeds will go towards the purchase of two outside benches for the Haynes Branch Library. The Director and the Children’s Librarian will be traveling to Winston-Salem for the North Carolina Public Library Directors Annual Awards presentation where Jeannie Smith will be accepting an award for her outstanding “Reading for Africa” program.

Public Works/Planning:

Over the last two weeks, the garage had 16 preventative maintenance service calls, 23 repairs, 5 tire service calls and 4 state inspections/other repairs, and has completed the permanent license plates and registration replacements of County vehicles/equipment. Maintenance completed service calls and continues gathering leaves along with pruning trees and shrubs. Staff also completed the old farmer’s market demolition and gravel parking lot. The Director met with the Finance Director and County Manager regarding project updates and has attended numerous meetings, including the Board of Commissioners regular meeting.

Register of Deeds:

The Register of Deeds office had an active week with 410 transactions collecting \$13,071.50.

Senior Center:

December is a busy month at the Senior Center. A jazz musical program, presented by the Chase High School Jazz Band, entertained the seniors with jazz and Christmas classics. On December 4, “Holiday Safety Tips” were given by Officer Cameron Byers to prepare them for a safer and more enjoyable season. The Senior Center provided a fun day as the seniors prepared their Christmas cards and drank hot chocolate. December 6 held a demonstration on how to make napkin rings for the holidays. The week ended with the Burns Middle School Chorus presenting a Christmas musical.

Social Services:

It has been a busy week at DSS. The single auditors have been at the agency this week, as well as Medicaid Program Monitors. On Tuesday, representatives from KFH Group out of Austin, Texas, were here for the onsite portion of the Medicaid Transportation Audit. This firm was hired under contract by the Division of Medical Assistance to conduct audits on all county Medicaid Transportation programs. Vic Martin, Supervisor; Brandy Gowan, Transportation Coordinator; John Carroll, DSS Director; and Kerry Giles, Transit Director, participated in the entrance conference. Monday and Tuesday were court days for Children Services staff. Staff involved with NC FAST and the IT Analyst attended the weekly conference call on Wednesday. The management team held its regular bi-monthly meeting on Thursday. Luann Hoyle attended Office of State Personnel (OSP) Qualification Training in Raleigh on Thursday. Kathy Kaylor, Adoption Supervisor, and Paula Bowen, Social Worker, attended an adoption/foster care recruitment meeting at Barium Springs Home for Children in Statesville on Thursday. Anyone who is interested in potentially becoming a foster or adoptive parent or if know anyone that is, please call Paula Bowen.

Soil and Water:

The Admin/Education Specialist presented 4th grade Farm City poster certificates and prizes at Farm City Assemblies at Forest City Dunbar and Thomas Jefferson Classical Academy. The Specialist completed the agenda and information folders for the December District Board meeting. The Water Quality Specialist consulted with a contractor on one of Rutherford Counties last dairy waste lagoon closures with the intent to start the week of December 10th. The Specialist also entered application data in the IBEAM state system and attended the December District Board Meeting.

Solid Waste:

The Solid Waste Department served 349 customers, hauled 59 loads from centers and shipped 35 loads to Lenoir. The Director assisted David Odom with the landfill permits, transfer station and gas to green projects. The Director also attended the Commissioners Meeting and the weekly transfer station meeting with Carl Classen, Paula Roach, Tony Bumgardner and David Odom. The Gas to Green project is up and running and is now producing power. The white goods pad (grant project) is now being used. The Director, along with Tony Bumgardner and Finance Director Paula Roach visited the Gaston County Solid Waste Department to learn more about their Gas to Green Project. The Solid Waste/Litter Control Officer has been working on three cases. Two larceny cases, one at Avondale Convenience Center which resulted in two convictions, one at the Landfill that resulted in 1 arrest with 6 charges, and one littering case on Frog Creek Road that is still under investigation.

Tax:

The Appraisal Department answered 49 phone calls, assisted 12 citizens with the present use program and 11 citizens who came in to the office. Appraisers worked 100 permits, and 11 reviews. Staff mailed 2 informal appeal forms.

GIS/Mapping/Land Records/Addressing assisted 61 taxpayers, answered 141 phone calls, issued 1 pre-permit, and reviewed 2 plats. Land Records printed 43 newly recorded deeds, transferred 86 deeds and 8 estates. 55 new accounts were set up. GIS completed 6 splits, 4 merges, 6 acreage adjustments, created 5 new maps and filled 2 data requests. The Addressing Department assigned 1 new addresses, and updated 26 addresses. **Sign Maintenance** installed 17 old signs from inventory, had one new report of a missing sign, have 24 more old signs waiting to be installed, and have a total of 102 missing signs.

Transit:

Transit drove 8,854 miles, transported 984 passengers and collected \$12,091 in revenue. Transit welcomes two new part time drivers, Baxter Carpenter and Gary Hillmon. A public hearing was held on December 3, 2012 and the County Commissioners approved a resolution in support of Transit submitting a grant application to NCDOT. The quarterly Transit Advisory Board met and appointed Vic Martin as the new Chairman and John Jarrett as Vice Chairman. The Director attended several meetings including the County Safety Board meeting, weekly staff meeting, DSS Medicaid audit meeting, and a marketing meeting on creating a coordinated county image

Veterans Office:

The staff made 147 contacts this week. Staff also had 106 telephone interviews, with 80 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. Currently, the Service Officer is working with four veteran families in providing food and arranging for toys for Christmas. The Officer is also helping 12 veteran women with gift baskets for Christmas. The District lunch meeting is being planned, as well as, the Veterans Christmas party.

Special Recognition Highlights

RELAY FOR LIFE

Our first Relay Auction for the Coach pocketbook brought in \$50.00. This week, we had two items, one a collection of Forest City Owls souvenirs, which bid at \$28.50, and the other a handcrafted deco-mesh Christmas wreath, which bid at \$25.00. Thank you to all who are donating these items and helping the County RELAY team.