

# 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*

February 15, 2013

To: County Commissioners

From: Carl Classen, County Manager

## **Weekly Report Items** **Week Ending February 15, 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:**

The Election's staff processed 25 new voters, 498 duplicates, 24 changes of information and mailed 79 verification and confirmation cards. During the week, the Director attended a budget meeting, assisted with the bike helmet program at Pinnacle Elementary and attended the Report to the People lunch at Cooperative Extension.

### **Building Inspections:**

Building Inspections was busy again this week with 24 permits issued, including 3 new houses, totaling \$8,638 in fees. Inspectors conducted 116 inspections including a final inspection on a three year project for the new Temple Baptist Church in Cliffside, as well as, completed plan review on several upcoming commercial projects. The Director met twice with church leaders and contractors representing an upcoming museum project in Shiloh. The Director attended a Fitch rating call in conjunction with Finance and several other departments on Wednesday. The Director also made a presentation to the current class of Leadership Rutherford on Tuesday regarding the County Inspections Department's role in the current housing market in Rutherford County. Lastly, Blake Bostic completed his Electrical Level II school.

### **Clerk to the Board:**

Chairman Owens attended the Essentials of County Government session held in Winston Salem this week. The Chairman, Vice Chairman Eckler, and Commissioner Lovelace attended the The NC Innovator in Digital Learning recognition event. State Superintendent of Education June Adkinson spoke at the event held at East Rutherford High School. Vice Chairman Eckler also attended the Airport Authority meeting. The Clerk participated in the new website review

### **Cooperative Extension:**

The **County Extension Director** continues to assist Rutherford County citizens with questions/problems through office visits, phone calls, emails, and site visits. The Director prepared and presented a Report to the People luncheon this week. The **Family and Consumer Sciences Agent** conducted a healthy homes workshop, worked with staff to present the Report to the People, and taught Steps to Health at Pinnacle Elementary. The **4-H Youth Agent** has began teaching the ASPIRE ACT prep course to high school students. This is a 10 week course taught on Monday nights. Also, the agent

and the 4-H Council met to discuss upcoming 4-H events and review basic Parliamentary Procedure methods. 4-H members and volunteers worked for 1.5 hours on the Adopt-a-Highway project. The workers collected 8 bags of trash around the county offices on Callahan Koon, Fairground, and Watts Roads. The **Agricultural Agent** networked with Wilkes' County on their methane/greenhouse operation. The agent presented the Spring gardening programs for middle and high school students at the ROC and continued program planning for the Spring Garden School. The agent made 69 contacts.

### **County Manager:**

The County Manager attended numerous meetings this week. Mr. Classen began the week attending the Technology Use Policy training, attended the Solid Waste Transfer Station update meeting, and attended the weekly Public Works Project meeting which includes Queens Gap and Greyrock. Mr. Classen, along with the Finance Director, met with Danny Searcy regarding the Cliffside Historical Society. Later, Mr. Classen met with Clerk of Court Robyn Spence at the Courthouse to discuss Courthouse issues. Paula Roach and Carl Classen attended a conference call with SpyGlass, and Mr. Classen met with Roger Hollifield and Dennis Matheny regarding the Firefighter's Memorial. Continuing, Mr. Classen organized and attended a meeting to review the potential new County website, sent out department head budget meeting dates, held a conference call with Fitch Rating along with the Finance Director, attended a Report to the People meeting sponsored by Cooperative Extension, met with Chivous Bradley regarding the Biggerstaff Hanging Tree, and attended a NCACC conference call. Ending the week, Mr. Classen attended the RTR Board meeting, performed a personnel appeal review, conducted a NCGA bill search for items pertaining to Rutherford County, completed the last department head performance review, and met with Richard Williams regarding legal issues.

### **Economic Development:**

This week the Executive Director worked on the administration of project grants and grant applications, participated in the review of the new County website, participated in the financial review with the Management Team, conducted a follow up visit with the NC LITE-UP Help Desk, met with an existing business seeking assistance, reviewed applications with HR for the Grant Administrator position, and met with the Finance Department to review upcoming incentive grants. The Project Administrator attended the 28<sup>th</sup> Annual NC State – Institute for Emerging Issues Forum 2/11 – 2/12 at the Raleigh Convention Center and heard Andrew Liveris, President, Chairman & CEO of The Dow Chemical Company speak on Reviving America's Manufacturing; and Anita Brown-Graham, Chairman of IEL, Insights on Manufacturing in NC; Rebranding Manufacturing by Involving K-12 Educators and Retraining with Specialized Skills in Community Colleges and Retooling Manufacturing through The University System. R&D Collaboration; scheduled existing industry visits; prepared for the Business Advancement Team monthly meeting; assisted with a local business discussion and attended the annual incentive grants meeting. The Economic Development Assistant attended the employee technology policy use training; reviewed proof copies and quotations received for the production of the Annual Report, worked on creating a new format for our buildings and sites data sheets; and met with the Finance Department to review upcoming incentives grants.

### **Emergency Services:**

This week **EMS Personnel** responded to 195 calls which includes Emergency and Specialized Transport. The EMS Director attended an Emergency Management Response Team meeting, attended an IT and Maintenance Budget meeting, accepted delivery of new ambulances followed by a full inspection to insure they met all specifications, worked with Hazel Haynes to coordinate an Unveiling Ceremony for the new ambulances, attended the NC Association of EMS Administrators Winter Conference, continues to process new hire part time paramedics and prepare orientation schedules, began preparation for the FY13-14 budget, and met with Roger Hollifield regarding operational and budget issues for Emergency Management **Emergency Management/Fire Marshal:** The Fire Marshal attended an EMRT meeting, met with the County Manager regarding contracts, made ID cards for two fire departments, and conducted one missing person search.

**Finance:**

The Finance Director attended the weekly Transfer Station meeting and the weekly Project update meeting. The Finance Director along with County Manager Carl Classen attended a telephone conference with Fitch Rating. The Finance Director would like to thank Carl Classen, Danny Searcy, Matt Blackwell, Clair Hubbard, Rheba Ward, Jeanette Bosgra, Jason Ruff, and Sherry Lavender for assisting with the rating call and providing the data as requested for the County's review. The Finance Department has sent out budget information packets to begin the FY13-14 budget process. Also, the Finance Director and Planning Director met with the County Manager regarding the Cliffside Historical Society. The Assistant Finance Director's job advertisement has been posted.

**Human Resources:**

The HR Director held meetings to discuss personnel issues and retirements. Welcome new employee David Suttles (p/t Sheriff). Employees who have left the service of Rutherford County are Theresa Snyder (Detention) Mary Wright (DSS), and LC Wright (Transit). The Director attended the Technology Use Policy training, met with Solid Waste Director James Kilgo, and attended a Community Health Board meeting. Budget requests forms are due into the HR Department this week and all information will be compiled. Staff attended a meeting on the proposed County website.

**Information Technology:**

The IT Department is finishing the Technology Use Policy sessions this week at the Training Center in Spindale. Any employee who has not already attended, please do so this week. IT staff held a meeting to discuss the new website and suggested changes that need to be made. Staff will be meeting with Sturgis Webservices to discuss those changes. A release date has not yet been determined, and the web class training session will be postponed to a later date. The Sheriff's Department has had a major update of their software this week and DSS continues to update their State system as they move to a new statewide system. All budget requests should be turned in to IT no later than Friday.

**Library:**

The Director attended the Technology Use Policy Session at the Training Center and has spent the remainder of the week working on the budget and timesheets. Kenneth Odom, IT Specialist, has been asked to serve on the State Library's E-Book Advisory Committee. The goal of this project is to formulate a statewide strategy toward e-books. Kenneth was asked to present a summary on the rising e-reading at the group's first meeting, which will be Feb. 18<sup>th</sup> in Asheboro. "Valentines" is the theme for this week's children's pre-school story hour and attendance has been high at all three libraries.

**Public Works/Planning:**

The garage had 22 preventative maintenance service calls, 20 repairs, 2 tire service calls and 5 other repairs along with reporting 2 accidents. The Director and garage staff continue working with finance on the purchase of new vehicles in support of the vehicle replacement plan. Continuing, the Director attended the weekly project update meeting with Carl Classen and David Odom including Greyrock and Queens Gap, met with the manager and Finance Director regarding Cliffside Historical Society, attended a meeting regarding the new County website, and met with citizens regarding planning questions. The Director and staff continue to work on ongoing projects and maintenance of County buildings and grounds.

**Register of Deeds:**

The Register of Deeds office had an active week with 380 transactions collecting \$13,028.00.

### **Senior Center:**

The Senior Center always stresses wellness. On February 11, 2013 46 participants had their blood pressure checked by a nurse. On February 12, 2013 Carolina Chiropractic Plus presented a program entitled "Living a Healthier Life." Lesley Koonce, RPH also presented a program to encourage the group to learn more about diabetes. After the audit from IPDC last week, a form was put in place to sign-in if you plan to eat the next day. This will aid in budgeting and preparing the right amount of food. The Center has had an increase in the number of participants who ride the transit bus. Meal numbers continue to hold steady.

### **Soil and Water:**

The Admin/Education specialist attended a Technology Use Policy training class and Cooperative Extension Service "Report to the People" lunch meeting. The Specialist also presented Honorable Mention Poster Winner awards and completed a Voluntary Agriculture District Survey. The Water Quality Specialist attended a Technology Use Policy training class, took applications for assistance, gave technical advice to landowners/farmer and inspected ongoing projects. The Water Quality Specialist/landowner/contractor is in the process of closing a dairy waste lagoon and has also worked on a micro-irrigation project.

### **Solid Waste:**

The Solid Waste Department served 278 customers, hauled 57 loads from convenience centers and shipped 32 loads to Lenoir. The Director attended the weekly Transfer Station update meeting with Carl Classen, Paula Roach, Tony, Bumgarner, and David Odom. Construction is continuing on the transfer station. The Director is also in the process of applying for a grant from the State, and has begun working on the budget package. Intern Jacob Searcy continues to work on the recycling project. The Solid Waste/Litter Patrol Officer is currently investigating 3 active littering cases, and worked five community service workers last week.

### **Tax:**

**The Appraisal Department** answered 54 phone calls, assisted 4 citizens with the present use program and 25 citizens who came in to the office. Staff mailed 11 informal appeal forms and received 18 new appeals bringing the total to 219. Appraisers worked 2 reviews and 27 informal appeals. **GIS/Mapping/Land Records/Addressing** assisted 44 taxpayers, answered 140 phone calls, and issued 14 pre-permits. Land Records printed 52 newly recorded deeds, transferred 46 deeds and set up 35 new accounts. GIS completed 1 merge, created 1 new data layer and created 6 new maps. The **Addressing Department** assigned 2 new addresses, and updated 19 addresses. **Tax Collections:** Staff has been really busy on the counter with garnishment payments and payments to avoid advertisement. Staff has also issued 372 garnishments this week and had around 6 field visits with employers to get more employer lists. Our new tax website is up and running and exceeding our expectations. The new IVR (internet voice response) system is really easy to use for credit card payments.

### **Tourism:**

Executive Director Michelle Whitaker attended the North Carolina Travel & Tourism Coalition meeting in Raleigh. The new roof at the Lake Lure Welcome Center is nearing completion. The 2012 TDA Media Impressions Report yielded over 350 million media impressions valued at more than \$675,000 dollars, and, among other projects, media planning for 2013/2014 and the GIS mapping project efforts continue.

### **Transit:**

Transit drove 9,930 miles, transported 1,112 passengers and collected \$14,850 in revenue. There was one safety related incident this week. All Transit employees received CPR certification and First Aid training. The Director submitted annual drug & alcohol testing reports, attended a county website meeting, and attended an annual luncheon for Cooperative Extension. Congratulations to driver Jackie Lucas our Employee of the Month. The RFP for a state Medicaid broker was due on February 5<sup>th</sup> and seven vendors have submitted proposals. Further information is expected over the next month. Transit is also working with EMS and DSS on possible service to adult care homes per Medicaid changes that have recently taken affect. Grocery service to Wal-Mart is expected to begin on Friday, February 22<sup>nd</sup> for all citizens. Cost will be \$1.00 each way. This will be a weekly service at least until June 30, 2013.

**Veterans Office:**

The staff made 179 contacts this week. Staff also had 94 telephone interviews, with 168 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**

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|--|--|
| Project: <b>Transfer Station Upgrades</b>                      | Construction Report No.: <b>5</b>      |
| Contractor: <b>Maple Leaf Design &amp; Build, Inc.</b>         | Contact at Site: <b>Bernie Dilgert</b> |
| Date: <b>02/8/2013</b> Time of Arrival: <b>12 pm</b>           | Weather Conditions: <b>sunny</b>       |
| Notice to Proceed:   | Substantial Completion Date:           |
| Previous Rain Days: <b>0</b>                                   | Previous Substantial Completion Date:  |
| Rain Days Since Last Report: <b>0</b> Total Rain Days <b>0</b> | Current Substantial Completion Date:   |

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**Observations & Notes:**

- Work continuing well
- No problems noted

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**Items Requiring Action:**

**Continue to monitor installed erosion control measures in phase 1**

**ENGINEER'S CONSTRUCTION OBSERVATION REPORT**

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|--|--|
| Project: <b>Transfer Station Upgrades</b>                      | Construction Report No.: <b>6</b>      |
| Contractor: <b>Maple Leaf Design &amp; Build, Inc.</b>         | Contact at Site: <b>Bernie Dilgert</b> |
| Notice to Proceed:   | Substantial Completion Date:           |
| Previous Rain Days: <b>0</b>                                   | Previous Substantial Completion Date:  |
| Rain Days Since Last Report: <b>0</b> Total Rain Days <b>0</b> | Current Substantial Completion Date:   |

**Observations & Notes:**

- Contractor to pour back wall on Friday.
- All inspections completed today for pour. Wall is being formed.
- No problems noted.

**Items Requiring Action:**

**Continue to monitor installed erosion control measures in phase 1**



## ENGINEER'S CONSTRUCTION OBSERVATION REPORT

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Project: **Transfer Station Upgrades**

Construction Report No.: **7**

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

Contact at Site: **Bernie Dilgert**

Date: **02/13/2013** Time of Arrival: **8 am**

Weather Conditions: **rainy**

Notice to Proceed:

Substantial Completion Date:

Previous Rain Days: **0**

Previous Substantial Completion Date:

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

Current Substantial Completion Date:

### Observations & Notes:

- no work being completed due to weather

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### Items Requiring Action:



Thank you to all that helped with the **RELAY** Valentine fund raisers—we raised approximately \$385.00 from the sale of roses and stuffed animals and another \$55 for the Valentine Auction. Also, a big thank you to Audrey's Floral Shop who donated the roses, Dogwood Café for the gift certificate and Davis Donut who donated the chocolate covered strawberries for the auction. These small fund raisers add up and every penny will go to **HELP FIND A CURE FOR CANCER. KEEP UP THE GREAT JOB OF SUPPORTING RELAY.**







**CONGRATULATIONS!!!! JACKIE LUCAS, TRANSIT EMPLOYEE OF THE MONTH**