

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 22, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending February 22, 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 37 new voters, 1,124 duplicates, 19 changes of information and mailed 174 verification and confirmation cards. During the week the Director spent many hours in discussion with Chimney Rock Village regarding a special election.

Building Inspections:

Building Inspections had another good week with permits issued for a McDonald's renovation in Spindale and a new Holocaust Museum to be opened in a renovated building in Danielstown. We issued a total of 37 permits totaling \$6,806 in fees and our inspectors conducted 131 inspections this week. The Director had discussions with representatives from Lake Lure Classical Academy regarding expansion of several classrooms into an existing building in Lake Lure as a temporary measure until construction of the new school building. The Director has also begun the budget process in preparation for March's meetings. Lastly, Blake Bostic has completed his Electrical Level II course and has begun his Mechanical Level II course.

Clerk to the Board:

Commissioners participated in the unveiling of the new ambulances at EMS on Monday. Also on Monday, Chairman Owens and the County Manager met with Board of Education Chairman John Mark Bennett and Superintendent Janet Mason. On Tuesday, Chairman Owens, Commissioner Lovelace, the Manager, and the Clerk to the Board participated in a conference call with Ms. Lydian Altman of the School of Government. Following this, the Manager and Clerk along with the IT Director met with the County Manager and IT Director of Polk County regarding phone systems. Chairman Owens attended the North Carolina Association of County Commissioners' Board of Directors' Meeting of which he is a member and the Agriculture Steering Committee Meeting of which is also a member.

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 **Family and Consumer Sciences Agent** submitted the monthly news column, met with the Extension and Community Association, participated in a conference call with Healthy Girls task force, facilitated grandparents raising grandchildren support group, and taught Steps to Health nutrition for 3rd grade students at Pinnacle Elementary. The **4-H Youth Agent** has begun teaching the ASPIRE ACT prep course to high school students. This is a 10 week course taught on Monday nights. The 4-H clubs are developing their plans for the new year. The annual Small Fruit Sale is underway. Brochures have gone out to former and new clients. This is the annual fundraiser to fund Extension educational programs for the year. The **Agricultural Agent** presented the gardening program to the HR Association, made preparations for Agriculture Literacy Project for second grades, conducted registration for Spring Garden School. The agent made 49 contacts.

County Manager:

The County Manager attended numerous meetings this week. Mr. Classen began the week attending a Greyrock conference call, attended a meeting with the Board Chair and Vice Chair, met with Dr. Janet Mason, School Superintendent, Dr. Bennett, School Board Chair, Chairman Julius Owens, and Vice Chair Bill Eckler, attended the weekly Solid Waste Transfer Station update meeting, and attended the weekly Public Works Project meeting which includes Queens Gap and Greyrock. Mr. Classen along with County Officials and Department Heads attended an EMS Ambulance Unveiling Ceremony at EMS. Mr. Classen, along with Chair Julius Owens and Commissioner Greg Lovelace attended a conference call with Lydian Atzman with the School of Government. Continuing, Mr. Classen met with County Attorney Richard Williams regarding legal issues, attended a presentation by Intern Jacob Searcy regarding the co-mingled recycling efforts, attended a conference call regarding Methane Gas, and traveled to Polk County with Hazel Haynes and Rhonda Owens to discuss collaboration of phone systems. Mr. Classen volunteered at Career Day at RS Middle, met with Danny Searcy and Roger Wilson at the Courthouse to discuss issues with the tree, attended a NCACC conference all, attended a budget meeting with Stephen Matheny, Finance Director of ICC, attended a lunch meeting with Sandy Tallent of Duke Power, attended a Webinar on Health Reform, attended a conference call with SpyGlass along with Finance Director Paula Roach, and conducted a NCGA bill search for items pertaining to Rutherford County. Lastly, the Manager continues to work on information for the agenda packet and attended a Rutherford Chamber "Connects" lunch.

Economic Development:

This week the Executive Director began review and preliminary preparation of the FY14 departmental budget; worked with the Economic Development Assistant and Finance Director in reviewing and issuing notifications to companies with active incentive grant agreements; prepared for and presented an update at the monthly Advisory Board meeting; continued to review information required by NC Rural Center for Building Reuse grant; met with site location consultant and broker on industrial prospect visit; met with an existing industry; met with a business prospect regarding training needs; and worked with HR Director to conduct interviews for the Grants Administrator position. The Project Administrator made existing industry visits and followed up on previous existing industry visits; prepared for and facilitated the Business Advancement Team monthly meeting; worked with a database specialist that specializes in ACT database to see if she can provide efficiency and simplification to our existing database and attended the monthly Economic Development Advisory Board meeting. The Economic Development Assistant attended a Further and More detailed review of the existing active incentive grants with the Finance Director; delivered the final draft of the Annual report to the printer for production; researched options and costs associated with the mailing of the Annual Report; assisted in the creation of a preliminary distribution list for the Annual Report; attended and drafted the minutes for the monthly Advisory Board meeting; and sent out correspondence requesting incentive grant recipients to submit their necessary reporting documentation.

Emergency Services:

This week **EMS Personnel** responded to 212 calls which includes Emergency and Specialized Transport. The EMS Director presented the new ambulances and county logo to the community and key county officials this week. The Director also met with the Human Resource Director regarding budget items, attended the NC Association of EMS

Administrators Winter Conference, conducted the classroom portion of new employee orientation for new part time staffing, responded to an aircraft emergency landing at the Rutherford County Airport, and began the evaluation and preparation of budget materials for FY13-14. Multiple EMS personnel assisted Dr. Burley in administering bicycle helmets to school age children at the local elementary schools. **Emergency Management/Fire Marshal:** The Fire Marshal attended the Sheriff's Office inservice training, participated in the State WebEOC exercise, continued work on the Fire Protection Service Districts contracts, responded to a missing person search, responded to a aircraft emergency landing at the Airport, and began inventory on various equipment trailers.

Finance:

The Finance Director attended the weekly Transfer Station meeting and the weekly Project update meeting. The Finance Department has sent out budget information packets to begin the FY13-14 budget process. Also, the Director along with the HR Director conducted interviews for the Assistant Finance Director position.

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 Cathy Jackson (moved to p/t 911). The Director met with the EMS Director to discuss job descriptions, held interviews for the Assistant Finance Director position along with Finance Director Paula Roach, held interviews for the Nutrition Site Manager, attended an EMS mediation, and conducted interviews for the EDC Grant position.

Information Technology:

The IT department has been busy discussing a new phone system, probably VOIP in conjunction with Polk County. Staff continues to work on information for the budget, if you have not sent in your requests, please send them to me immediately.

Public Works/Planning:

The garage had 9 preventative maintenance service calls, 10 repairs, 1 tire service calls and 11 other repairs. Maintenance completed 21 service calls and has begun early spring fertilizer, lime, etc. for the fields. The Director met with the County's Planning Board along with participating in the annual ratings call with Fitch ratings. Also, the Director was involved in multiple meetings with Department Heads and the manager as the budget season began for the upcoming fiscal year. Other tasks include working with the County's legal counsel, Manager, NCDENR and Odom Engineering in preparation for construction at the Queens Gap site and continued progress at Greyrock this winter. The Director and garage staff continue working with finance on the purchase of new vehicles in support of the vehicle replacement plan. Lastly, staff participated in multiple meetings with other contractors, Department Heads and the Manager on projects underway and/or pending issues.

Register of Deeds:

The Register of Deeds office had an active week with 521 transactions collecting \$14,593.

Senior Center:

The Senior Center has just put in place a reservation system for congregate meals. This will give more control on costs and waste. The participant's can reserve their meals up to a month in advance. The average number of meals served at the Center is 140-145 a day, and daily averages for the off-site centers are as follows: Shingle Hollow-20, Henrietta-17; Ellenboro-28; and LifeCare Adult Day Care-25. Home-delivered meals have added 3 new clients, with an average of 89 to 93 meals per day. On February 19, President's Day was observed honoring all past presidents of the United States. Tax preparation continues to be available at the Center through the AARP Tax-Aide Services. Trained tax preparers are here every Thursday and Fridays, and see clients by appointment only.

Sheriff:**January 2013**

Calls for Service:	4024
Warrants Served/Total Arrest:	217/150
Domestic Calls:	152
Involuntary Commitments/Hours.:	21.15.0 Man Hrs.
Civil Papers Served:	377
Exparte's Served:	11
Evictions:	14
Animals Pickup/Surrender:	247
Animals Returned to Owners or Rescued:	174
Animal Control Calls for Service:	207
New Cases Assigned to Detectives/Road Patrol:	198/39
Pill Drop Collections:	15,535 Doses Units/61 lml of liquid
Average Daily Inmate Confinement:	217
Gun Purchase Permits Issued:	380
Carry Concealed Permits Issued:	31
Project Lifesaver Clients/Contact Hours:	10/12.0 Man Hrs.
Registered Sex Offenders/Contact Hours:	178/38.0 Man Hrs.

Please join us in congratulations to:

Promotion: Effective 01/21/13 Detective Rickey Mckinney to Lieutenant, School Security/SRO
Patrolman Josh Padgett to Corporal, Road Patrol. New Full Time:
Effective 01/07/13 Reserve Deputy Perry Shelton to Patrolman, Road Patrol

Social Services:

“Over the shoulder support” (OSS) from NC FAST state staff concluded last week. The conversion team continues the daunting task of converting all current cases and is doing a great job. All Income Maintenance staff and supervisors are also working hard and maintain a positive and optimistic attitude. One of the OSS staff left with these comments – “I continue to be impressed with the team and with your leadership. The systematic process you used to manage the NC FAST implementation helped you to avoid many potential problems, a few of which I've witnessed firsthand in other locations”. Income Maintenance staff attended the monthly NC FAST conference call on Wednesday. Also on Wednesday, the DSS Board held its regular monthly meeting with four members present. On Thursday, the state Adult Services Program Rep was in the office to provide consultation to adult services staff; the management team held its regular monthly meeting; and Program Manager, Lorie Horne attended a joint meeting in Marion for school districts homeless liaisons, Guardian Ad Litem and DSS. A new automated reception log system developed by Senior IT Analyst, Peter Gaulin, rolled out this week. A reception log must be maintained for all programs and all have been maintained manually up until now. This will not only save staff time but will provide other benefits including provide more accurate and reliable data, the ability to track the number of visitors to the agency, track wait time, and reduce congestion in the reception area.

Soil and Water:

The Admin/Education specialist presented Honorable Mention Poster Winner awards and attended a planning meeting for the Agriculture Literacy Program. The Specialist worked on a 6th grade soil unit education lesson and Awards Banquet News Release. The Water Quality Specialist 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 270 customers, hauled 56 loads from the convenience centers and shipped 31 loads to Lenoir. The construction project continues to move forward, as the back wall was poured this week. The Director attended the weekly transfer station meeting with Carl Classen, David Odom, Paula Roach and Tony Bumgarner, attended Intern

Jacob Searcy's mock presentation on co-mingled recycling, and also attended two conference calls with the State Energy Office. Painting of the buildings at the convenience sites has begun. The Solid Waste/Litter Patrol Officer has five active cases of littering and worked seven community service workers this past week.

Tax:
The Appraisal Department answered 62 phone calls, assisted 6 citizens with the present use program and 13 citizens who came in to the office. Staff printed 78 finalized permits, mailed 320 value change notices and 25 informal appeal forms. The office received 17 new appeals bringing the total to 236. Appraisers worked 2 reviews and 28 informal appeals. **GIS/Mapping/Land Records/Addressing** assisted 36 taxpayers, answered 151 phone calls, issued 1 pre-permit, and reviewed 6 plats. Land Records printed 42 newly recorded deeds, transferred 37 deeds and set up 24 new accounts. GIS completed 5 splits, 1 merge, 1 acreage adjustment, created 2 new maps and filled 1 data request. The Addressing Department assigned 1 new addresses, and updated 137 addresses. **Sign Maintenance** installed 30 signs, had 3 reports of missing signs, have 13 waiting to be installed, and have a total of 27 missing signs.

Tourism:
TDA has been working on a Feasibility Study for Bechtler projects. The roof is complete at the Welcome Center in Lake Lure. TDA has been updating a comprehensive database of tourism assets, and has submitted it to web and app developers to create planned interactive mapping features.

Transit:
Transit drove 10,840 miles, transported 1,183 passengers and collected \$16,224 in revenue. Dialysis and Employment routes were updated for better efficiency. The Transit Advisory Board met and welcomed two new members, Tim Mathis and Karyl Fuller, both from IPDC. Several interviews were conducted for a part time driver. Director responded to several questions on an open RFP for Scheduling Software; as well as, submitted an RFP for Radios to NCDOT for approval to send to bid. Transit, DSS and EMS are working on a coordinated meeting with all Adult Care Homes next week to discuss Medicaid Transportation Changes. EMS and Transit also worked together to help Hillcrest Nursing Home with some last minute transportation needs on Wednesday. Finally, the Director met with *The Daily Courier* to discuss Transit's new grocery shuttle to Walmart on Fridays, as well as, the current shuttles to the food distribution sites on Thursdays. Both of these shuttles will be available until June 30, 2013. The shuttles may continue past that date if grant funds are received from NCDOT in the new fiscal year.

Veterans Office:
The staff made 102 contacts this week. Staff also had 67 telephone interviews, with 47 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. The Veterans Office is excited to have their full time position filled with Beverly Wellborn who transferred from DSS. Beverly is doing a great job.

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**

Construction Report No.: **8**

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

Contact at Site: **Bernie Dilgert**

Date: **02/15/2013** Time of Arrival: **4 pm**

Weather Conditions: **clear**

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:

- Contractor to pour tall back portion of the wall on Monday.
- Forming to be completed on Saturday.
- Inspection verified rebar clearances from the forms and each mat. Contractor is using ties in forms to tie rebar for clearance assurance.
- No problems noted at time of inspection.

Rain Days Since Last Report: **0** Total Rain Days **0** Current Substantial Completion Date:

Observations & Notes:

- Large wall being poured
- Should finish pour later this afternoon
- S&ME is onsite pulling concrete cylinder samples





AMBULANCE UNVEILING

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



NEW EMS AMBULANCES

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GROCERY SHUTTLE TO WALMART ON FRIDAYS

CALL 287-6141



Seating is Limited.

Reservations will be on a first come, first serve basis. All reservations must be made by 5:00 pm on Wednesday each week.

Morning Route: Rutherfordton, Spindale, Greenhill, Union Mills, Harris

Afternoon Route: Forest City, Ellenboro, Bostic, Golden Valley, Mooresboro, Cliffside and Henrietta

Cost is \$1.00 to ride each way.

Service will be provided starting March 1, 2013 through June 30, 2013. Rutherford County Transit reserves the right to change the route schedule or cancel this service at any time.