

# 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*

January 25, 2013

To: County Commissioners

From: Carl Classen, County Manager

## Weekly Report Items Week Ending January 25, 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 Board of Elections processed a required National Change of Address mailing this week sending out 259 notices to voters who have been identified by the post office as having moved. During the week, the Director attended the luncheon honoring Sharon Decker and met with the County Manager. Staff processed 24 new voters, 1932 duplicates, and mailed 223 verifications and confirmations to voters.

### Building Inspections:

Building Inspections issued 19 permits totaling \$4,243 in fees including a new Family Life Center for Mt Lebanon Baptist Church and a renovation on the Community Health Clinic. Our inspectors conducted 112 inspections this week. The Fire Inspector Clint Houser passed his Fire Inspection Level I state certification exam on Tuesday. The Director met with the Director of TDA regarding the upcoming project for a Welcome Center in Lake Lure. The Administrative Assistant completed a 2 month project to finalize our software transition for Fire permits from ZonePro to Energov.

### Clerk to the Board:

The County Commissioners and Economic Development office hosted a reception for Secretary of Commerce Sharon Decker at the Foundation on Tuesday. Chairman Owens attended two meetings in Durham this week. He will serve as the voting delegate of the County Commissioners at the Legislative Goals Conference of the North Carolina Association of County Commissioners. Chairman Eckler attended a meeting of the Agriculture/Farmers' Market Group and the Library Board. Staff is preparing the agenda for the February 4 meeting this week.

### Cooperative Extension:

**The County Extension Director** continues to provide technical assistance for clients through email, office visits, and telephone calls. **The Family and Consumer Sciences Agent** attended a District planning meeting for upcoming staff training, submitted the monthly news column, and attended a food safety training in Raleigh. **The 4-H Youth Development Agent** is preparing for the annual 4-H Achievement awards program to be held Saturday, attended the NC

Association of Extension 4-H Agents annual Winter Professional meeting in Plymouth, and held the first meeting for the new year for the 4-H clubs to discuss upcoming goals.

**County Manager:**

The County Manager attended numerous meetings this week. Mr. Classen began the week with a conference call reference Greyrock, met with James Kilgo on the weekly Transfer Station project update, and met with Danny Searcy regarding Public Works project updates including Queens Gap and Greyrock. Continuing, Mr. Classen prepared for and met with Department Heads on their annual performance evaluation, met with Travis Henderson reference Western Highlands, attended the Ag/Farmers Fresh meeting, attended a VIPER meeting, attended a STEP meeting, and attended the Broad River Water Authority Board meeting on Tuesday evening. On Thursday and Friday, Mr. Classen, along with Clerk to the Board Hazel Haynes and Chairman Julius Owens attended the NCACC Legislative Goals meeting in Raleigh.

**Economic Development:**

This week, the Executive Director hosted two industrial prospects touring three existing buildings; made final preparations to the event recognizing the appointment of the new Secretary of Commerce; provided additional information for a third industrial prospect as a follow-up; attended an Ag Sustainability Meeting; developed program for an upcoming industry expansion event; worked on the 2012 Annual Report; made final revisions and attended a technician registration event for the NC Help Desk; and attended the Chamber Connect event. The Project Administrator provided assistance to Rutherford County as they hosted a reception for Department of Commerce Secretary Sharon Decker; met with Horsehead Corporation on site; met with SBTDC, ICC Customized Training, Workforce Development and Duke Energy to provide resource materials for response to recent Existing Industry visits for Work, Grow, Thrive! Program; scheduled follow-up visits; coordinated efforts and provided responses to recent client visit needs including building layouts and CAD drawings with tremendous teamwork efforts in the office. The Economic Development Assistant assisted in making preparations, coordinated details, and attended a recognition event for the Secretary of Commerce; converted some CAD files to send to a consultant who requested the additional information regarding one of our recently visited building sites; reviewed the first draft of the annual report provided by the marketing firm; worked on the invitation list for the upcoming industry announcement; researched possible caterers for the upcoming event; redistributed the invitations in order to increase the response; and met with the marketing firm to provide our feedback and to have photos taken.

**Emergency Services:**

This week **EMS Personnel** responded to 140 calls. The EMS Director visited a potential communications tower site with staff from the Information Technology and Communications Office. The Director conducted orientation for the new field training officer, set up interviews for new part time personnel, met with the Fire Marshal/Emergency Management Coordinator to discuss departmental goals and timelines, and met with EMS Management and Consultants to discuss billing processes. **Emergency Management/Fire Marshal:** The Fire Marshal provided orientation for the new Assistant Fire Marshal, visited a potential communications tower site, conducted one fire investigation, attended a meeting with Polkville Fire Department reference their service contract, attended a VIPER tower meeting, participated in instructor training, and continues to work on Service District Contracts.

**Finance:**

The Finance Director met with Danny Searcy and Carl Classen for the weekly project updates. The Finance Director also attended the Ag/Farmer's Fresh meeting, met with Richard Pettus at EMS, and attended the reception for Secretary of Commerce Sharon Decker at the College Foundation.

### **Human Resources:**

The HR Director held meetings to discuss personnel issues and retirements. Welcome new employee Heather Spence (p/t 911). Employees who have left the service of the County are Arin Ravan (DSS). The HR Department is working to compile the performance evaluation information. The Director held orientation and attended the reception for Secretary of Commerce Sharon Decker. Lastly, the HR Director attended a Help Desk meeting with Matt Blackwell at ICC. Staff participated in the Technology Use Policy training.

### **Information Technology:**

Information Technology has been holding sessions all week to discuss the Technology Use Policy. County officials and employees need to attend one these sessions to make sure they understand and follow the policy. Please contact Rhonda Owens if you have not already reserved a space to attend the IT Policy Training Session. IT staff continue to provide support to all County Departments. The IT Director attended the reception for Secretary of Commerce Sharon Decker at the Foundation.

### **Library:**

This week, the Director attended a lunch reception for the newly appointed Secretary of Commerce, met with the Library Board of Trustees and with the County Manager. 80 kindergartner students from Cliffside Elementary toured the Haynes Branch Library. Jeannie Smith, Children's Librarian, will be presenting a program at Sunshine Elementary School this week. The Mountains Branch Library will be hosting a GMO program on Tuesday January 29<sup>th</sup> at 3:00 p.m. The public is invited. The Mountains Branch Library's Teen Advisory Group (TAG) is currently working on a video clip to submit to the NC Summer Reading Program 2013 Teen Video Challenge. This year's video challenge must be an interpretation of the slogan "Beneath the Surface." The teens have been working hard since November to produce what we hope will be a winner! The winning entry will receive \$275 for the teens and an award for the library. TAG meets every Friday from 3:30-5pm at the Mountains Branch Library.

### **Public Works/Planning:**

The garage had 11 preventative maintenance service calls, 13 repairs, 6 tire service calls and 4 other repairs along with reporting 1 minor accident between a deer and an ambulance; however, the garage staff was able to repair. Maintenance completed 27 service calls along with dressing up the ground, mulch beds and additional winter preventative maintenance. Maintenance also began the corrective measures mandated by the State for controlled access inside the DA's office. The Director continues working with the County's legal counsel, County Manager, NCDENR and Odom engineering in preparation for construction at the Queens Gap site, as there are still many variables to overcome. Steady progress continues at Greyrock this winter, however, the recent rains caused a work stoppage temporarily. The Director and garage staff are 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 384 transactions collecting \$12,522.75.

### **Senior Center:**

The Senior Center Advisory Board met and discussed the five priorities the Senior Tar Heel Delegates sent to the General Assembly for its 2013 session. The new 2013 legislative priorities for STHL include: 1) maintain funding for Senior Centers; 2) restore funding to sustain Project CARE; 3) mandate pre-employment and random drug testing for employees of nursing homes and adult care facilities; 4) strengthen and fund North Carolina's Adult Protective Services Programs; 5) recurring funds of at least seven million dollars for the Home and Community Care Block Grant. The delegates for Rutherford County are Pat Morgan and Larry Gregg. On January 25, Dr. Glover Little from Rutherford Regional discussed urological problems and services he will be offering. Barbara Hill, our Activities Coordinator, attended a conference in Statesville for Senior Games.

**Sheriff:**

Calls for Service:	3744
Warrants Served/Total Arrest:	122/121
Domestic Calls:	198
Involuntary Commitments/Hours.:	24/26.0 Man Hrs.
Civil Papers Served:	295
Exparte's Served:	22
Evictions:	4
Animals Pickup/Surrender:	172
Animals Returned to Owners or Rescued:	138
Animal Control Calls for Service:	140
New Cases Assigned to Detectives/Road Patrol:	179/28
Pill Drop Collections:	8,563.5Doses Units/ 279ml of liquid
Average Daily Inmate Confinement:	1 97
Gun Purchase Permits Issued:	328
Carry Concealed Permits Issued:	39
Project Lifesaver Clients/Contact Hours:	11/15.0Man Hrs.
Registered Sex Offenders/Contact Hours:	182/52.0Man Hrs.

Please join us as we congratulate the following employees on their promotions:

Sergeant Kelly Aldridge to Lieutenant of Investigations

Detective Jamie Keever to Detective Sergeant

Corporal J.R. Rodriguez to Detective

**Social Services:**

Implementation of NC FAST continues with the beginning of the hard launch which started on Tuesday. State staff with the NC FAST Office in Raleigh will be at the agency for two to three weeks to offer "over the shoulder support" and training for staff. Supervisors and other staff have been meeting each morning to address issues with the implementation. A monitor with the state Division of DSS Budget Office was at the agency to conduct fiscal monitoring on Tuesday. On Wednesday, agency supervisors held their regularly monthly meeting and the director met with the county manager to discuss goals and agency issues. Also on Wednesday, Income Maintenance staff attended a webinar regarding aligning certification periods of means tested programs, including Medicaid, Food and Nutrition, Work First, and energy programs. Child Support and Children's Services staff were busy with court this week. Social Work Manager, Lorie Horne, attended the regular monthly meeting of the Rutherford Community Health Center Board.

**Soil and Water:**

The Admin/Education Specialist continues working on the District Poster Contest awards and the District Awards Banquet and program. Also, the Specialist is in the process of sending District Board and Farmland Preservation Notices. 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 started a micro-irrigation project.

**Solid Waste:**

The Solid Waste Department served 252 customers, hauled 49 loads from convenience centers and shipped 30 loads to Lenoir this week. Construction has started on the new transfer station. The Director attended the luncheon for the new Secretary of Commerce Sharon Decker at the College Foundation. Some of the new trash containers have been received. Jacob Searcy, Recycling Intern continues to work on the second part of the recycling study.

**Tax:**

**The Appraisal Department** answered 52 phone calls, assisted 9 citizens with the present use program and 5 citizens who came in to the office. Staff mailed 1,426 value change notices and 68 informal appeal forms. Appraisers worked 13 permits and 2 reviews. **GIS/Mapping/Land Records/Addressing** assisted 37 taxpayers, answered 101 phone calls, and reviewed 3 plats. Land Records printed 42 newly recorded deeds, transferred 18 deeds and 26 estates. 9 new accounts were set up. GIS completed 2 splits, 3 merges, created 5 new maps and filled 3 data requests. The Addressing Department updated 166 addresses. **Sign Maintenance** installed 15 signs, had 7 new report of missing signs, have 63 signs waiting to be installed, and have a total of 87 missing signs.

**Tourism:**

The VIN volunteer program, for the TDA, is expanding; as the hours of operation for the Bechtler House and promotion of the Historic Park Site and related Bechtler assets increase. The permit for the Lake Lure Welcome Center has been approved and roof replacement should begin next week. Staff is gathering updates on previous sign requests for the Wayfinding Signage Program from NCDOT. In regards to Public Relations, there was a meeting with Epicurean Charlotte & Wine Magazine to collect copies of the Jan/Feb issue which feature many of our local assets, including the Spinning Bean in Spindale. TDA is in coordination with a Charlotte Magazine travel writer for an upcoming spring feature. Also, a meeting with Blue Ridge National Heritage Area was held to discuss the Bechtler Feasibility study and assets. Work is continuing on photo and website management, as well as 2013/2014 budget and media planning.

**Transit:**

Due to the holiday on Monday, Transit's numbers are slightly down. Transit drove 7,773 miles, transported 824 passengers and collected \$10,326 in revenue. Transit continues to publicize the new route(s) to the free food distribution site behind Roses. This new route started on Thursday, January 24<sup>th</sup>. Transit can transport 16 individuals each week to the food distribution site, before a wait list will be started. There is already a wait list for the Forest City route on February 7<sup>th</sup>. State procurement continues specifically for office equipment and vehicle radios. Director attended a legislative breakfast on Friday to discuss ongoing Medicaid issues as they relate to transportation in Rutherford County. The Transit Director also attended a luncheon on Tuesday to honor Secretary of Commerce Sharon Decker.

**Veterans Office:**

The staff made 179 contacts this week. Staff also had 89 telephone interviews, with 31 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. The Service Officer also attended the reception for Secretary of Commerce Sharon Decker and will attend a POW Ceremony in Asheville on Saturday.

## Special Recognition Highlights

SHARON DECKER, SECRETARY OF COMMERCE







**POTENTIAL VIPER TOWER LOCATION**