

RUTHERFORD COUNTY MANAGER

County Commissioners

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Eddie Holland
Roger Richard

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

June 15, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending June 15, 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:

This past week the Elections office completed the testing of the equipment for the Second Primary and is ready to start early voting on June 28th. Filing for nonpartisan offices opened at noon on Monday and we have had five School Board candidates and one Soil and Water Conservation Supervisor candidate file to date. Filing will continue until July 6th at noon.

Building Inspections:

The Building Inspections Department issued 43 permits totaling \$5,579 in fees and the inspectors conducted 183 inspections. Congratulations to Shane Dotson for passing the Fire Inspection Level I State Certification exam and Clint Houser for receiving his probationary I certifications in all trades. The Building Inspection Director continues to work with the Planning and Public Works Director on the Frank West bathroom project.

Clerk to the Board:

The FY2012-13 budget was finalized by the Board of Commissioners on June 7th. The Clerk is receiving and preparing the agenda information for the July board meeting.

Cooperative Extension:

The County Extension Director continues to assist clients with technical information through phone calls, emails, office and field visits. The Director met with the Southern Foothill Growers Association vendors about coming to the new Rutherford County Farmer's Market. The Family and Consumer Sciences agent taught a Cook/Eat Smart class, taught a nutrition program for a cancer survivor's group, submitted a monthly news column, continued work on the preschool outdoor learning project, taught a life skills workshop for women, and attended the ribbon cutting ceremony for the Farmer's Market. The 4-H Agent attended the third 4-H LEADS seminar. (Leadership Enhancement and Development) Registration has begun for the 4-H Summer Fun Workshops. These workshops are open to youth of various ages and focus on topics of Science, Photography, Cooking, Citizenship and more. This week one youth and the 4-H Agent attended the NC 4-H Citizenship Focus in Raleigh to attend workshops on citizenship and the legislative process. They visited with elected officials and discussed current issues. A car wash was also held to raise money for scholarships for 4-

H Congress. The Agricultural Agent conducted a “Good Agricultural Practices” (GAP’s) training for regional growers. She also conducted consumer help desk training for 2012 MGVI interns. The agent attended a conference call relating to the Farm-to-School Grant project through ASAP and met with Pinnacle staff concerning the school garden site. The agent also networked with Tracy Davis on the edible landscape plans for five Day Care facilities in the County. The agent made 107 contacts.

County Manager:

The County Manager began the week with meetings with Solid Waste regarding the Transfer Station repairs. Meetings with Gary Whiteside and Jim Cowan from Stonecutter were also held. The weekly media discussion was hosted with the Daily Courier attending. The County Manager attended the Airport Authority meeting, the Isothermal Planning Board meeting, met with a member of the Department of Commerce, and held several meetings to discuss Horsehead. The manager also attended a RTR meeting at the Federal Building, and visited the Biggerstaff property with Planning Director Danny Searcy. A lunch meeting was held to discuss Isothermal Textiles, as well as, a meeting to discuss Methane Gas with Foothills Connect and Jerry Stensland. The week wrapped up with the County Manager attending the Farmer’s Market ribbon cutting, releasing the weekly report, and meeting with EMS Director Richard Pettus.

Economic Development:

The week started with an EDC Staff member representing Rutherford County on the annual EDAC (Economic Development Advisory Council) trip to Raleigh. The 3 day trip includes various seminars focusing on economic development, interfacing with other Economic Development associates from across the state, as well as, the opportunity to meet with our local legislators. Staff also attended the monthly meeting with Horsehead Corporation and continued to work on several active projects. Lastly, staff made site visits with clients and prepared for the EDC Board meeting being held next week.

Emergency Services/Emergency Management/Fire Marshal:

This week **EMS Personnel** responded to 150 calls. The EMS Director held several meetings with Finance and the County Manager to discuss the FY2012-13 budget. The Director also continues conducting educational training for the staff.

Finance:

The recommended budget was passed June 7th. The Finance staff is preparing documents for all departments with their individual budget information for FY2012-13. The Finance Director has attended several meetings involving Horsehead, Solid Waste and other ongoing projects.

Human Resources:

The Human Resources Department continues to update files for changes for the State Health Plan to be effective July 1, 2012. Employees who have left the service of Rutherford County are Ken Farris (DSS). The HR Director continues to meet with those departments who had changes in personnel structure as approved in the FY2012-13 budget. This week interviews will be held for the Greeter position at the Bechtler House and also for the part time janitor position at Cooperative Extension.

Information Resources:

As the fiscal year comes to an end the IT department is working to ensure all hardware/software is performing to the best of its ability. Track-It work orders are improving. As a reminder, if you have an IT issue – choose your department NOT the IT department, BUT if you have a maintenance issue – choose Maintenance (track-it is programmed to go to the correct technician based on what department you choose). Also, a review of the technology use policy is planned for August 2 at 9 a.m. All department heads or their designee(s) are encouraged to attend this meeting. A copy of the current technology policy is on the web under the IT department page.

Library:

High energy music with Leonardo was part of the Summer Reading Program entertainment. 56 attended at the Haynes Branch, 115 at the County Library, but only 26 at the Mountains Branch due to a lightning and torrential rain storm that

hit the Lake Lure area just prior to show time. Photos will be posted sometime this week on our webpages at www.rutherfordcountylibrary.org; www.haynesbranchlibrary.org and www.mountainsbranchlibrary.org and check out our Facebook page at: www.facebook.com/RutherfordCountyLibrary. There will be a Vintage Book Sale on Saturday June 23rd from 9-5 at the Mountains Branch Library on Bills Creek Road in Lake Lure. Hundreds of vintage books, some over 100 years old will be available for purchase. Books are priced \$5 and up. The Library has been awarded federal grants totaling \$22,325 from the State Library for downloadable Audio and E-books to enhance the existing collection and for new IPADs and network switches. Four new artists have works on display in the Genealogy/Reference room at the County Library. Next week's program will be Bill Grimsley, magician. Check our website for dates and times.

Planning/Parks and Recreation:

The Maintenance staff completed 24 work orders for building repairs, along with completing groundskeeping of multiple county properties, parks, little league support and a huge cleanup of the grounds at the Biggerstaff property. The Planner and County Manager toured the Biggerstaff properties and house along with meeting John Horton (consultant) and Paul Carson (National Park Service) regarding the master plan of the property. A meeting was held with Commissioner Holland for an overview of the proposed Henrietta EMS station and discussed preliminary steps toward the survey of the property donation. The Director also conducted inspections of the Greyrock Site, along with holding two bid openings for the construction, one for paving Project 1 and the construction for Project 2. These will be on the July 2 agenda for final approval. The Planner also reviewed multiple properties for Solar farm applications where power will be sold back to Duke Power. Meetings with Jason Ruff regarding Frank West Park restrooms were held along with finishing the preliminary work in preparation for seeking bids and donations. Lastly, a meeting was held with Spartan Roofing, the winning bid to reroof the Rutherford Center's flat roof, which will begin soon. The garage performed 4 preventative maintenance, installed 4 sets of tires, and had 9 other service calls.

Soil and Water:

The Admin/Education Specialist completed and sent the Final Report and Reimbursement Request for the Rutherfordton Elementary Outdoor Environmental Learning Center. The specialist also completed and sent the spring 2012 no-till drill accomplishment report. The Specialist continues to work with Polk and Henderson Soil & Water Districts to host a Food, Land, & People Workshop. The Water Quality Specialist inspected ongoing projects and also continues to finalize the Districts last contract with a private engineering group to micro-irrigate an organic farm. The Specialist attended an all day session in Waynesville, NC on Highly Erodible Lands and Wetland Determination; as well as, attended an all day session on a new IBEAM program to enter into the state computer. Appointments for future visits have also been scheduled.

Solid Waste:

The Solid Waste Department has experienced a very busy week. The landfill assisted 278 customers, hauled 47 loads from the convenience centers, and sent 28 loads to Lenoir. Meetings to discuss the transfer station repairs and the Gas to Green projects were held. Interviews for the "floater" positions were held with the assistance of Judy Toney. The Director continues to work with David Odom on the white goods pad project; as well as, continues to work with Duke Power and AT&T on the repairs at Danielstown. Terry James has begun his new routine traveling to all centers. The Litter Control Officer investigated two litter control cases this week. One case has been closed and the other is still under investigation.

Tax:

Tax Collections: Staff has stayed busy answering questions about recently mailed delinquent car bills. To date, the Tax Office has collected over \$100,000 on these bills. The Collections and Billing employees participated in a HB 1779 webinar and are learning how to prepare the vehicle billing in 2013. **Listing/Billing** completed 10 discovery bills totaling \$366.78. Staff also prepared 110 motor vehicle releases as a result of these billings. **The Appraisal Department** received 4 new informal appeals bringing the total informal appeals received to 2691. We also received no formal appeals this week. The staff answered 67 phone calls and assisted 4 citizens with the present use program and 5 citizens who came in to the office. Staff also mailed 78 informal appeal notices and 2 Board of Equalization and Review appeal forms.

GIS/Mapping/Land Records/Addressing assisted 37 taxpayers, answered 195 phone calls, issued 1 pre-permit, and reviewed 1 plat. Two projects are currently in progress. Land Records printed 43 newly recorded deeds, transferred 76 deeds and set up 46 new accounts. GIS completed 7 splits, 1 merge, 3 acreage adjustments, created 9 new maps and filled 1 data request. The Addressing Department assigned 6 new addresses, created 2 new centerlines, updated 44 addresses, installed 7 new road signs and performed maintenance on 3.

Tourism:

This week, TDA held a planning session on November's upcoming TDA Alliance conference. In addition, we met with website representatives for training and for further website work. An upcoming video shoot was developed, as was a slide show for the VINetwork. Additional research was done and a report was made for our advertising plan for next year. We served hundreds of visitors to our county face-to-face and by mailings.

Transit:

This past week Transit drove 9,350 miles, transported 1,041 passengers and collected \$13,357.85 in revenue. There were no safety violations and the monthly safety meeting with all employees was held on Friday. Several passenger incidents occurred and were documented with resolution. The Transit Department is in the process of documenting the official policy for adding or eliminating bus stop locations on the deviated fixed route. This will allow a smoother process when requests are made.

Veterans Office:

The staff made 137 veteran contacts this week. They also had 136 telephone interviews, with 35 mailouts for veterans to complete documents and requests for service.

Special Recognition Highlights

Library:



