

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*

June 22, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending June 22, 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:

The Elections office has filed one School Board Candidate and processed four Candidate Campaign Finance Organizational Reports. Filing will continue until July 6th at noon. The Director has begun an in-depth Wellness Survey and Audit that is required from the State Board that must be completed by the end of July. Early voting for the Second Primary begins next Thursday and will only be offered at our office.

Building Inspections:

Building Inspections has conducted 147 inspections, issued 31 permits with fees totaling \$4,226.00. Inspector Blake Bostic is attending Building Code training. We have processed several permit applications for fireworks displays under the new state law for the upcoming July 4th holiday. Horsehead continues to increase in activity and inspection demands. We also continue to receive plans for additional buildings to be permitted at that site.

Clerk to the Board:

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 attended a board meeting with Foothills Connect and also facilitated a livestock judging practice for the 4-H youth. The Family and Consumer Sciences agent presented an "Extension Update" radio program, continued work on the preschool outdoor learning project, facilitated the ECA quarterly council meeting and made home visits for household mold issues. The 4-H Agent attended 4-H presentations at the District Activity Day in Alleghany County with 15 county youth participating. Four youth participated in the District 4-H Fashion Revue with garments they made. Eight youth are preparing to leave for 4-H camp at the Eastern 4-H Center in Columbia, NC. Youth throughout the County are registering for summer fun workshops.

County Manager:

The County Manager attended several meetings this week regarding the Transfer Station repairs. Meetings regarding GreyRock were also held. The weekly media discussion was hosted with the Daily Courier attending. The County Manager attended a meeting with Jeff Buchanan and Roger Hollifield regarding VIPER. Other meetings attended were IT/Library discussion, Carbon Credits, Community Block Grant, and a meeting with EDC reference P2. Upon request, Mr. Classen met with Greg Lovelace, candidate for commissioner. A Special Meeting of the Board of Commissioners was held regarding Horsehead. Also, on the County Manager's agenda was a regular EDC Board meeting, a meeting with Duke Power, along with a tour of the Cliffside Duke Power plant. The Town of Rutherfordton Manager and Mark Teague met with the County Manager and Commissioner Eckler to discuss town parking issues. The Mayor of Lake Lure, Lake Lure Town Manager, County Manager Carl Classen, Commissioner Eckler and Commissioner Owens met to discuss Lake Lure issues and tower sites in Lake Lure. Mr. Classen also attended the Board of ER meeting to discuss wasteland. Wrapping up the week, Mr. Classen attended the Western Highlands meeting, attended the Grand Opening for Wells, Jenkins & Wells, and visited the Cherry Mountain Tower site with Fire Marshal Roger Hollifield.

Economic Development:

The EDC Staff is pleased to announce that one of our active projects is celebrating their grand opening this week – Wells, Jenkins & Wells has expanded their operations and opened a second location in the former Broad River Cabinet Company building located at 394 US Hwy 221A in Forest City. Staff attended numerous meetings which include project meetings, monthly EDC Board meetings, and a meeting with NC Rural Center representatives, who visited Rutherford County on Wednesday. In addition, staff responded to 3 inquiries and continued work on 7 active projects. The highlight of the week was an informal meeting with our new ED Director, Matt Blackwell. We are all very excited about working together to promote growth in Rutherford County.

Emergency Services/Emergency Management/Fire Marshal:

This week **EMS Personnel** responded to 173 calls. The EMS Director along with EMS staff continued to plan for and develop the newly approved convalescent services, as well as, the 24 hour EMS ambulance in the southeastern area of the county. EMS personnel have also held the quarterly Quality Management Committee meeting, conducted staff meetings for all staff to review the budget information and departmental developments. Lastly, the Director conducted interviews and assessments for current vacancies. **Emergency Management/Fire Marshal** conducted two searches, attended an Emergency Management Response team meeting, and continued working on Communication and Service District Projects.

Finance:

The recommended budget was passed June 7th. The Finance staff is continuing to prepare documents for all departments with their individual budget information for FY2012-13. The Finance Director attended several meetings regarding Horsehead and several ongoing projects. The Director also attended meetings with Solid Waste reference the Transfer Station repairs and also attended the HCCCBG meeting on aging. CDBG monitor met with the Finance Director and Assistant Director regarding the scattered site housing project. Updates with the Keystone financial software were implemented this week. If you are having problems with any of the new features, please contact the Finance Office.

Human Resources:

The Human Resources Department will be making the SHP changes for July payroll. Also, for July payroll, the changes approved in the FY2012-13 budget will be implemented. Several meetings were held this week to discuss potential retirees and personnel budget changes. Welcome Gerald Revels, Billy Finney, and Tom Hall, part time floaters for the Convenience Centers. Also, we are pleased to announce that Matthew Blackwell has accepted the position as ED Director and will begin in July and Robin Lattimore will be working with TDA.

Information Technology:

The IT Department continues to service all county departments in their hardware/software needs. Keystone updated the financial software this week. The IT Director attended several meetings to discuss departmental needs.

Library:

Attendance for the magic show was: County Library 113, Haynes Branch 67, and Mountains Branch 39. For the Special teen workshop held on Tuesday evening at the County Library there were 25 participants. On Tuesday June 26th the “Mountain Marionettes” will perform the “Frog Prince”. Check out these entertainers on www.mountainmarionettes.com As always, where and when for all programs are posted on our webpage as well some great photos of these events as they happen. www.rutherfordcountylibrary.org. The [Open Library NC Project](#) has [nearly 9,000 eBook downloads](#) to North Carolina residents and collecting contributions from [103 NC LIVE member libraries](#).

Planning/Parks and Recreation:

Maintenance completed 20 trackit work orders and assisted with several projects with the Fire Marshal to remove debris, spread gravel and create a parking/storage area. The grounds staff have been working to improve the appearance of the County's parks and properties and completed helping little league as their season ended. The garage conducted 12 preventative maintenance and 27 repairs along with 7 sets of tires. Greyrock continues to progress well, as the first project is constructed and now ready for pavement. Bid openings were held for the asphalt and for the construction of project 2 this week, and have recommendations for contract seeking approval during the July 2 Commissioners meeting. The Director gathered information and met with the County Manager to share updates on several key projects such as Frank West restrooms, which will start seeking bids soon, the Biggerstaff property which will also have updates and plans presented during the July 2 meeting. The first steps toward planning and pricing an EMS station in Henrietta have begun. The Director gathered quotes to consider water and power for the farmer's market, which resulted in being very cost prohibitive, as well as, facilitated the County's Planning Board meeting and held a conference call with Greyrock HOA, along with participating in a post-hearing conference with NCDOT regarding the Hwy 221 expansion North of Roper Loop. The Planning Director and Recreation/Cultural Planner held a pre-bid meeting with prospective contractors of the Bechtler Mint site project, with a bid opening scheduled for next week. The Cultural Planner held an onsite meeting of the Biggerstaff hanging property with the architect and archeologist and created the reports for the July Commissioner’s meeting. He also met with NCDOT's engineer on two different highway projects impacting the County. The Cultural Planner and County Attorney Richard Williams met with Attorney Coats of Raleigh regarding legality of the rail/trail concerns, and also attended two different meetings regarding the landfill's carbon credits and the methane project.

Register of Deeds:

The Register of Deeds office had an active week with 398 transactions collecting \$10,794.75.

Sheriff:

Calls for Service:	4458
Warrants Served/Total Arrest:	133/77
Domestic Calls:	306
Involuntary Commitments/Hours.:	23/22.0 Man Hrs.
Civil Papers Served:	356
Exparte’s Served:	28
Evictions:	12
Animals Pickup/Surrender:	452
Animals Returned to Owners or Rescued:	230
Animal Control Calls for Service:	167
New Cases Assigned to Detectives:	204
Pill Drop Collections:	15,529 Doses Units/741.7 ml of liquid
Average Daily Inmate Confinement:	229
Gun Purchase Permits Issued:	112
Carry Concealed Permits Issued:	75
Project Lifesaver Clients/Contact Hours:	14/8.0 Man Hrs.
Registered Sex Offenders/Contact Hours:	177/25.0 Man Hrs.

Please join us in congratulations to:

Lateral Transfers: Jimmy Upton, from Narcotics to Detective
Ptl. Chris Lee, from Courthouse Security to Road Patrol
Promotion: Ptl. Jamie Dunn, from Road Patrol to Narcotics

Social Services:

The DSS Director attended monthly meetings in Raleigh last Wednesday and Thursday. The Medicaid Supervisors attended a meeting in Waynesville on Thursday conducted by state Medicaid representatives. The purpose of these meetings is to update attendees on policy and budgetary issues, and to share ideas for best practice and enhanced service delivery. DSS attorney, Rob Martelle, conducted courtroom training for Child Welfare Social Workers on Thursday on courtroom etiquette and testimony. The DSS Board met on Wednesday at the DSS office at 8:30 am for its regular monthly meeting. They presented a plaque to Mrs. Jacqueline Hampton, current chairperson, who is rotating off the board after serving two consecutive three year terms. Board members and staff expressed their appreciation to Mrs. Hampton for her dedicated service and for her support of the Department during her tenure.

Soil and Water:

The Admin/Education Specialist is on vacation this week. The Water Quality Specialist inspected ongoing projects and continues finalizing the Districts last contract with a private engineering group to micro-irrigate an organic farm. The NC Ag Cost Share Program has a new program (IBEAM) for the Districts to enter their 2012 add on contracts to help streamline the application process. David Williams (Deputy Director, NC Ag Cost Share) will be coming to the Edwards Farm to watch a demonstration of a gravity and solar pump.

Solid Waste:

The Solid Waste Department served 396 customers, hauled 63 loads from the convenience centers and shipped out 42 loads to Lenoir. The Director attended meetings with engineers on the transfer station and the white goods concrete pad, as well as, attended a carbon credit meeting and a gas to green meeting. Good news as we are in the final modifications on the transfer station plans and design. Welcome to our new convenience center floaters Billy Finney, Tom Hall, and Gerald Revels. The Director also met with the power company to see about getting the three phase power changed to gas to green. Additionally, staff is working with the Planning and Public Works Department about getting containers for the Biggerstaff Property cleanup project. The new scale that the state required is now in operation. The Solid Waste Department is still working with Foothills Connect on the landfill property lease, and is still waiting on AT&T to mount the new pole at Danielstown so the overhead line issue will be solved. The Litter Control Officer had 4 reports of littering, two cases were cleaned up with all four cases still in an active status. Community service workers have been working this week assisting the Litter Control officer.

Tax:

Tax Collections continues to be busy answering questions concerning delinquent motor vehicle bills. We have also begun to prepare for year end and annual settlement. Eight field visits were conducted.

Listing/Billing posted 8 discovery bills totaling \$3,509.08 and completed three present use roll back bills totaling \$1,486.80. Preparation for the 2012 tax bills is underway, with an estimate calculation date of July 13, 2012 and a mail date between July 25 -July 31, 2012. **The Appraisal Department** received 4 new informal appeals bringing the total informal appeals received to 2695. We also received no formal appeals this week. The staff answered 59 phone calls and assisted 3 citizens with the present use program and 11 citizens who came in to the office. Staff also mailed 187 informal appeal notices and 6 Board of Equalization and Review appeal forms. **GIS/Mapping/Land Records/Addressing** assisted 61 taxpayers, answered 185 phone calls, issued 3 pre-permits, and reviewed 1 plat. Two projects are currently in progress. Land Records printed 56 newly recorded deeds, transferred 55 deeds, transferred 5 by estate, and set up 29 new accounts. GIS completed 4 splits, 1 merge, 1 acreage adjustment, and created 30 new maps. The addressing department assigned 3 new addresses, updated 31 addresses, and installed 9 new road signs and maintenance on 3.

Tourism:

The TDA is completing projects for the end of the fiscal year. The TDA also met with Forest City town officials on their VIN site. Robin Lattimore joined the TDA staff this week. He will be using his knowledge to greet visitors to our area, particularly to the Bechtler House. Planning continues for the November Alliance Conference.

Transit:

This past week Transit drove 10,683 miles, transported 1,016 passengers and collected \$13,874.10 in revenue. There was a minor vehicle incident, but no passengers were involved. The Transit Department is preparing for vehicle cameras to be installed on all vehicles over the next four weeks. The department has also designed a new rack card in house to be available on all vehicles and in numerous doctor's offices and agencies in Rutherford County (see highlights).

Veterans Office:

The staff made 144 veteran contacts this week. They also had 94 telephone interviews, with 47 mailouts for veterans to complete documents and requests for service. The Veterans Director spoke at Hospice reference VA benefits and assisted several families with food from the food pantry.

Special Recognition Highlights



(828) 287-6339 (Dispatch)
(828) 287-6141 (Appointments)
(800) 735-2962 (Hearing Impaired)

Appointment Line:

Appointments may be called into the office Monday-Friday from 9:00 AM - 4:00 PM. All appointments must be scheduled three business days prior for local and five business days prior for out of town.

Hours of Operation:

Monday-Friday between 7:00 AM - 5:30 PM. Closed on the second Friday of each month from 11:30 am - 1:00 pm for mandatory training.

Closed for Holidays:

New Years Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving and the day after, Christmas Day and the working day before and after Christmas.

Passenger Rules and Procedures:

- Pets are not allowed on vehicles, except for service animals.
- Smoking, eating, drinking, profanity, weapons and sexual misconduct are not allowed on any vehicle.
- Seat belts must be worn at all times. Drivers may assist in securing.
- Carry on bags are limited to two.
- Passengers must be ready 90 minutes prior to appointment time (except for out-of-county trips). Drivers will wait only three minutes.
- Passengers must always walk in front of the van when boarding/exiting.
- Drivers may assist passengers getting on or off the van. Drivers may not go inside a home or facility with a passenger.
- Transportation may be refused to any passenger who appears to be intoxicated or under the influence of drugs.
- A passenger's right to transportation can be terminated by Transit due to misconduct of the passenger.

(A complete list of rules is posted in all vehicles)



Cancellation and No Show Policy:

Cancellations must be made by 6:30 AM on the day of the appointment or the passenger will be counted as a No Show. Passengers must be ready 90 minutes prior to their appointment time for pick-up. (Passengers with out-of-county trips will be notified of their pick up time the day before).

A No Show is when the driver comes to pick up a passenger and they are not ready to leave. Transit's policy is to only wait three (3) minutes. Three No Shows will result in a one (1) month suspension from Transit.

Revised July 2012