

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*

March 1, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending March 1, 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 33 new voters, 68 duplicates, 29 changes of information and mailed 242 verification and confirmation cards. On Tuesday, the Director and staff attended a District Meeting in Salisbury. The Director has had continued discussion with Chimney Rock Village in preparation for their Special Election.

Building Inspections:

Building Inspections issued 25 permits totaling \$3,693 in fees. Inspectors also conducted 153 inspections despite several days of unsavory weather. Included in those inspections was a final inspection of a Holocaust Museum to open in Danielstown and a Temporary Certificate of Occupancy inspection at Horsehead's Administration Office. The Director met with engineers and management at Horsehead regarding continued work on site. The Director is also continuing preparing the departmental budget and held a staff meeting with field personnel. Lastly, the department celebrated the anniversary of Ruth Sams' 29th birthday. We are sworn to secrecy on what number anniversary it was. Many thanks to Angie Owenby from Finance for staffing our office as we celebrated with lunch at Mi Pueblitos.

Clerk to the Board:

The County Commissioners' Office has been preparing for the regular meeting to be held on March 4 at 6:00 PM. A special meeting has also been called for March 4 at 5:00 PM. Commissioner Richard is meeting with the County Manager on February 27. On February 28, Chairman Owens and Vice Chairman Eckler met with the County Manager. Commissioners Holland and Lovelace also met with the County Manager on February 28. Vice Chairman Eckler met at Lake Lure on March 1 for the presentation of the Market Assessment and Branding.

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 participated in a joint meeting for Agriculture producers and presented educational information on pasture management and fertility. Agencies involved were Cooperative Extension, Farm Service Agency, Natural Resources Conservation Service, and Rutherford Soil and Water. 75 producers were in attendance. The Director also met with a group for a conference call to the NC Rural Center on the Ag

Sustainability/Hoophouse Project. The **Family and Consumer Sciences Agent** attended a Heritage Skills Planning meeting, attended Latino Resources and Programming training, conducted monthly Extension Updates for radio, taught Money Management to mothers of preschool children, attended computer training, and taught Steps to Health 3rd grade nutrition at Pinnacle Elementary. The **4-H Youth Agent** is 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 meeting, electing officers, and 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** attended the Agriculture Literacy Project Committee meeting, held a Africanized Honeybee Program for the Rutherford Bee School, gave a small grains and Kudzu bug update for Cattlemen/Field crop producers. 137 Contacts made.

County Manager:

The County Manager attended numerous meetings this week. Mr. Classen began the week meeting with Tax Office Managers, attended the weekly Solid Waste Transfer Station update meeting, attended the weekly Public Works Project meeting which includes Queens Gap and Greyrock, met with staff members regarding projects, and attended the STEP meeting Monday night. Mr. Classen attended a breakfast meeting at Transit, along with EMS and DSS regarding Adult Care Mobility. Later, Mr. Classen, along with Richard Pettus and Danny Searcy met with Architects Chuck Hamrick and Mark Patterson to discuss the Henrietta EMS site, attended the Co-mingled recycling meeting and attended the BRWA meeting. Mr. Classen attended a phone conference with Jeff Bradley regarding the Ag Sustainability Project, attended the NCACC Legislative Conference call, toured Queens Gap and Greyrock with Danny Searcy and David Odom, conducted NCGA bill search for items pertaining to Rutherford County, and met with Chair Julius Owens and Vice-Chair Bill Eckler. Lastly, Mr. Classen attended the Western Highlands meeting in Asheville, met with County Attorney Richard Williams regarding legal issues, and attended a conference call with William Esser, Danny Searcy, and Richard Williams regarding Queens Gap.

Economic Development:

This week the Executive Director completed and submitted additional information related to a NC Rural Center grant application for Manroy Defense Systems; participated in interviews for the new Grants Administrator position; was the guest speaker for the Entrepreneurship Club at Isothermal Community College; attended the Market Study Presentation at Lake Lure; and began work with staff on the FY14 departmental budget. The Project Administrator held a meeting with Zurv Computers to discuss options for existing industry websites, social media marketing, and SEO; made updates to ACT database to reflect changes, amendments and current status of contacts, groups and companies; established appointments for existing industry program visits and revisits to include Workforce Development, ICC Customized Training, and NC Department of Transportation; worked with IT and an outside vendor to resolve an issue with ACT to be able to update fields; made revisions to Economic Development web page on Rutherford County website, Economic Development website and Facebook page; attended meeting with Economic Development staff to review and finalize mailing list for annual report. The Economic Development Assistant received printed copies of the annual report and worked on finalizing the distribution list; provided assistance with the preparation of the FY14 departmental budget; continued to create and update building and sites data sheets; researched and established an account that provides us with toll free conference call capabilities; and researched and secured price quotes from vendors with regards to upcoming departmental purchases.

Emergency Services:

This week **EMS Personnel** responded to 235 calls which includes Emergency and Specialized Transport. The Director and Supervisor met with the HR Director regarding budget items, met with DSS and Transit regarding the impact of Medicaid changes, conducted an additional meeting in conjunction with DSS and Transit for all nursing homes and extended care facilities within the county to discuss Medicaid changes, met with Danny Searcy and two different architects to discuss the construction of the new Henrietta EMS stations, attended a mediation hearing with HR on a worker's compensation issue, and began evaluations and preparations for the FY13-14 budget. **Emergency Management/Fire Marshal:** The Fire Marshal conducted a fire investigation, worked on a federal grant, conducted inventory on various equipment trailers, and assisted the Ellenboro Fire Department following the unexpected death of a member.

Finance:

The Finance Director attended the weekly Transfer Station meeting, the weekly Project update meeting, attended the monthly TDA meeting, and attended a bid opening for Transit software. The Finance Department has sent out budget information packets to begin the FY13-14 budget process. Budget packets on due back to Finance on March 11, 2013. Fitch Rating has contacted the county and has reaffirmed their current rating on the COPS and LOBS financing.

Human Resources:

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Welcome new employees Caroline Petty (DSS), Zachary Atkins (Sheriff), Cynthia Spears (p/t TDA), Andrew Gaultney (Detention), Christie Snyder (DSS), Brandi Cole (p/t Detention), Kristen Oliver (EMS), Kayla Wynn (p/t EMS), Sara Strange (p/t EMS), Mary McCurry (p/t EMS), Nathaniel Ledbetter (p/t EMS), Brookley Bumgarner (p/t EMS), and Angie Berrien (p/t EMS). The Director met with Richard Pettus and Terry Baynard, conducted interviews along with Matt Blackwell for the EDC Grant position, met with a representative from the Credit Union, and met with the new Senior Center Director Angela Ezell.

Information Technology:

The IT Department spoke with Polk County about a joint effort to purchase a VOIP phone system, had a visit from AT&T introducing VOIP sales rep, finishing the website updates, and finishing software updates on the VisionAir products.

Library:

The Director has completed the 2013-2014 budget and is continuing working on cataloging books at the Old Tryon Genealogical Library to add to the CMC catalog. The teens at the Mountains Branch Library submitted their video challenge. Here's the you tube link: <http://www.youtube.com/watch?v=DkIBOP1zq5E&feature=youtu.be> . There is a new roof at the Mountains Branch Library. Kenneth Odom has upgraded all public computers at the three county libraries as well. The library has put together a collection of helpful links on managing your money. These sites cover topics such as balancing your checkbook, buying a home, and investing wisely for retirement. To see these links go to www.rutherfordcountylibrary.org. Congratulations to Library Associate Stephanie Long on the birth of a beautiful baby girl. See picture in Special Highlights.

Public Works/Planning:

The garage had 10 preventative maintenance service calls, 20 repairs, 11 tire service calls and 9 other repairs. Maintenance completed 27 service calls. The department continues to order vehicles according to the vehicle replacement plan and are pleased that Sisk Family Ford has won several bids in this process. The Director met with the Manager and EMS Director for architect interviews of the possible EMS station in Henrietta and also was involved in multiple meetings with Department Heads and the Manager as the budget season is kicked off 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 along with conducting a site inspection with Manager, Carl Classen these two developments. 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 361 transactions collecting \$15,050.

Senior Center:

The Senior Center recognized Johnny Cash's birthday on Tuesday by asking everyone to wear black. The Center also had Alexandra Lautenschlaeger, a Clinical Nutrition Manager from Rutherford Regional, to present "Heart Healthy Habits" on Tuesday. She presented some simple diet tips that can help improve a heart-healthy diet. On Thursday, staff had a birthday celebration to recognize all of the participants' birthdays in February. Tax preparation continues to be available at the Center through the AARP Tax-Aide Services until April 12th. Trained tax preparers are at the center every Thursday and Friday and see clients by appointment only. Forty seven tax appointments were made this week.

Social Services:

NC FAST continues to be implemented in the Income Maintenance Division. Staff and supervisors are working hard and maintaining a positive and optimistic attitude. Supervisors and staff attended regular weekly NC FAST conference calls this week. Director John Carroll and Medicaid Transportation staff, Vic Martin and Brandy Gowan, attended a joint breakfast meeting on Tuesday with Transit, EMS, and area adult care home providers to discuss changes in Non Emergency Medical Transportation for ACH residents. On Wednesday the monthly supervisor meeting was held. On Thursday Program Managers, Kandi Bridges and Lorie Horne, along with some of their supervisors attended training at Caldwell County DSS -*Effectively Handling Conflict, Providing Feedback, and Engaging Difficult Employees* - conducted by Tim Nolan of the Human Services Leadership Institute. The Director and CPS Supervisor, Angela Black, met with Dr. Johnnie Martin and Sally Claroni with the Forest City Housing Authority on Thursday to discuss parenting classes and other resources for families. DSS welcomes new employee Christi Snyder, a caseworker in the Family and Children's Medicaid Unit.

Soil and Water:

The Admin/Education specialist presented Soils lessons using the Enviroscape model to 6th grade classes at R-S Middle School. The Specialist sent District meeting notices and Farmland Preservation meeting notices and completed the Safety Inspection Checklist. The Water Quality Specialist took applications for assistance, gave technical advice to landowners/farmer and inspected ongoing projects. The Water Quality Specialist consulted with a contractor and landowner on the dairy waste lagoon closure. The Specialist also entered two applications data in the IBEAM state system and also attended the Mountain Valleys RC&D Council meeting.

Solid Waste:

The Solid waste Department served 243 customers, hauled 48 loads from convenience centers and shipped 30 loads to Lenoir. The Director attended the weekly transfer station meeting with Carl, David Odom, and Paula. Jacob Searcy has presented part two of the enhanced recycling study to the municipalities. He will present it again at the Monday Commissioner Meeting. Tony and Chris have been attending school this week to keep certifications current. Litter patrol officer attended a day of in-service training. Here is the inspection report for the transfer station.

Tax:

The Appraisal Department answered 66 phone calls, assisted 2 citizens with the present use program and 14 citizens who came in to the office. Staff mailed 14 informal appeal forms. Staff received 11 new appeals bringing the total to 247. Appraisers worked 34 informal appeals. **GIS/Mapping/Land Records/Addressing** assisted 43 taxpayers, answered 179 phone calls, issued 12 pre-permit, and reviewed 1 plat. Land Records printed 64 newly recorded deeds, transferred 60 and set up 34 new accounts. GIS completed 2 splits, 1 merge, and created 3 new maps. **The Addressing Department** assigned 2 new addresses, and updated 52 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. **Tax Collections** staff has had good responses on the offer extended to Greyrock property owners in getting their 2012 taxes paid. For the month of February, staff issued approximately 710 garnishments with a large number already collected. Staff is still preparing our month end report. The counter has been very busy collecting payments to avoid the advertising deadline of February 28th. One employee is in class this week learning more about the new TAX and TAG program that will be implemented in July of this year. 114 deeds were presented for certification during February and of those presented 28 deeds had taxes due in the amount of \$30,638.75 of which \$29,771.06 was collected. Year to date collected using this process has been \$143,482.82. Also, please continue to lift up Interim Co-Tax Administrator Rheba Ward and her husband Mike as he continues to deal with health issues.

Tourism:

The TDA board met this week and were presented with information and plans for new marketing strategies, tourism asset growth areas and plans, visitor information developments, and a continuing rise in visitorship so far this fiscal year -- the board also reviewed its audit, which has been approved by the LGC.

Transit:

Transit drove 10,045 miles, transported 1,094 passengers and collected \$16,290 in revenue. There were no safety violations. On Tuesday, Transit, DSS and EMS met with all Adult Care Homes to discuss Medicaid Transportation changes and services they could provide to them. *The Daily Courier* ran a fantastic story in Sunday's paper highlighting the new Transit grocery shuttles. [Click here](#) to see the articles (pages A1, A3 and A4). The Director also began working on procuring a Dodge Journey off state contract with Patterson Dodge.

Veterans Office:

The staff made 140 contacts this week. Staff also had 72 telephone interviews, with 151 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
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MEMORANDUM

ENGINEER'S CONSTRUCTION OBSERVATION REPORT

Project: Transfer Station Upgrades	Construction Report No.: 10
Contractor: Maple Leaf Design & Build, Inc.	Contact at Site: Bernie Dilgert
Date: 02/25/2013 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:

- Forms have been removed on tallest part of wall
- Additional section of wall was poured last week
- No work today due to pending rain. Contractor will excavate footings on Wednesday

Project: **Transfer Station Upgrades**
Contractor: **Maple Leaf Design & Build, Inc.**
Date: **02/25/2013** Time of Arrival: **4 pm**
Notice to Proceed:
Previous Rain Days: **0**
Rain Days Since Last Report: **0** Total Rain Days **0**

Construction Report No.: **10**
Contact at Site: **Bernie Dilgert**
Weather Conditions: **clear**
Substantial Completion Date:
Previous Substantial Completion Date:
Current Substantial Completion Date:

Observations & Notes:

- Forms have been removed on tallest part of wall
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Happy Birthday to Ruth Sams—did we hear 29 again?

Congratulations to Library employee Stephanie Long on the birth of a beautiful baby girl

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www.rutherfordcountync.gov

Alison Susanna Long. 7 lbs. 12 oz. and 19 $\frac{1}{2}$ inches long.

