

# 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 22, 2013

To: County Commissioners

From: Carl Classen, County Manager

## Weekly Report Items Week Ending March 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 Elections staff has completed the testing for the May 7<sup>th</sup> election and sent the legal ads to the paper. During the week the office processed 19 new voters, 472 duplicates, 18 changes of information and mailed 57 verification and confirmation cards.

### Building Inspections:

Building Inspections issued 27 permits this week totaling \$4,408 in fees. Inspectors have conducted 105 inspections this week. Permits were issued for the Lake Lure Visitors center project for TDA. The Director participated in the Department Head meeting on Friday and met with the County Manager and Finance Director on Tuesday regarding the department budget request. Our department continues to be steadily busy reviewing plans and conducting inspections at Horsehead.

### Clerk to the Board:

Commissioners and staff have had a very busy week. Chairman Owens attended a Social Services Board meeting. He and Vice Chairman Eckler attended a meeting with DOT officials and other local officials on the 221 Bypass and Laurel Hill Drive. Commissioners met Thursday evening with Commissioners of Cleveland and Polk Counties along with DOT officials and other county staff. The Commissioners' Goal Setting Session is being held on Friday and Saturday. Items for the April 1 County Commissioners' agenda must be submitted on Monday (March 25) by noon. Please contact the Clerk to the Board if you have questions regarding this.

### 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** met with the ECA Scholarship Committee to finalize forms for local scholarships, submitted the monthly news columns, conducted Steps to Health 3rd grade nutrition at Pinnacle Elementary, and helped with the small fruit sale. The **4-H Youth Agent** attended a staff retreat with the rest of the extension staff. The focus was to learn about our strengths and how we can utilize each other's strengths to work better together as a team. The Agent read to second graders at Forest City/Dunbar and Harris Elementary schools as part of the AG Literacy program, trained 3 second grade teachers on the Astronomy curriculum,

and helped with the annual small fruit sale. The **Agricultural Agent** taught a Agriculture Literacy Program for 2<sup>nd</sup> graders at Cliffside and Pinnacle Elementary schools, held a presentation on Asparagus and Strawberries at the Spring Garden School, networked with the Ag Literacy volunteers, attended the Regional Training with Polk and Buncombe counties, and helped with the small fruit sale. The agent made 189 contacts.

### **County Manager:**

The County Manager attended numerous meetings this week. Mr. Classen was available at the beginning of the week for two mediation hearings, attended a Website review meeting with IT Director Rhonda Owens, attended the weekly Solid Waste Transfer Station update, attended the weekly Public Works Project meeting which includes Queens Gap and Greyrock, met with Chairman Owens, John Carroll, and Steve Wright regarding the DSS Attorney position, and visited the Mason Road Viper Tower. Continuing, Mr. Classen met with Clair Hubbard and Emmet Curl regarding the Tax Office Review, met with Danny Searcy and Mark Patterson, attended a Telecommunications/IT meeting, and attended an Ironman Pursuit meeting. This week also began budget meetings with department heads. Mr. Classen attended the NCACC Legislative Conference call, attended a Performance Contracting meeting with Stephen Matheny, Bennie Hendrix, Len Hoey, and Danny Searcy, and finished the day attending a Special Meeting with members from NCDOT, Town of Rutherfordton, and Polk and Cleveland Counties regarding the 221 Bypass and Laurel Hill Drive. To end the week, Mr. Classen prepared for the "Goals Setting Sessions", as well as, attended the sessions along with the Board of Commissioners on Friday and Saturday.

### **Economic Development:**

This week the Executive Director completed research to develop and present a presentation to the joint meeting of the Polk, Rutherford, and Cleveland County Boards of Commissioners; prepared and presented a monthly update to the Economic Development Advisory Board; completed a review and follow up on the ONE NC Fund Grant for Alliance Precision Plastics; reviewed BR&E data in preparation for a presentation to the Board of Commissioners at the April 2013 meeting; conducted a staff meeting with the NC LITE UP Help Desk Technicians; worked with Economic Development staff to assemble all required documentations for the 1<sup>st</sup> reimbursement requisitions for the NC LITE UP grant; continued prospect development activities by meeting with two site consultants. The Project Administrator made existing industry visits and scheduled visits for April; worked on a presentation report for Work, Grow, Thrive!; met with the Small Business Center to discuss ways to assist local businesses; attended the Economic Development Advisory Board meeting; and conducted a Business Advancement Team meeting. The Economic Development Assistant attended the Economic Development Advisory Board meeting; assisted with the preparation for the presentation for the joint meeting; made arrangements and prepared for the arrival of the new Grant Administrator position; took the county vehicle to be serviced; registered and started a training course through the college.

### **Emergency Services:**

This week **EMS Personnel** responded to 203 calls which include Emergency and Specialized Transport. The Director coordinated a meeting with the three main air medical resources used by Rutherford County to streamline response guidelines, met with business development personnel at ICC to coordinate leadership training for EMS administrative staff, met with the Medical Director, Training Officer and key hospital staff to discuss departmental working agreements, met with the Finance Director to review and discuss the budget, and completed the departmental budget for submission to the Finance office. **Emergency Management/Fire Marshal:** The Fire Marshal conducted one fire investigation, attended a law enforcement in-service training, completed inventory and standard operating guidelines for Cone/Barricade trailer, worked on the Emergency Management Performance activities, made ID cards for Union Mills and Spindale fire departments, updated the Emergency Action Plan for Lake Lure and Laurel Lakes Dams, emailed contracts and handouts out to the Fire Chiefs.

### **Finance:**

The Finance Director attended the weekly Transfer Station meeting and the weekly Project update meeting. The Finance Department has entered budget information and the Director will begin meeting with department heads and the County Manager this week regarding FY13-14 budgets. Also, the Finance Director, along with the Solid Waste Director, attended a meeting at GDS.

### **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 Philip Anders (DSS). The Director attended an EEOC mediation and attended a meeting with Emmett Curl, Clair Hubbard, Debra Conner, and Carl Classen. The Director attended the IPMA conference in Raleigh from Wednesday to Friday and attended the Goals Sessions on Saturday. The HR Department is actively recruiting donors for the blood drive on May 8<sup>th</sup>. Please call for an appointment.

### **Information Technology:**

The IT Department continues to work on the budget for all IT needs. The new website is coming along well, hoping to go live very soon. If you have made changes to the current site, you will need to make those same changes to the new site when it is up and running. IT will help you with those updates. The Director has been involved in several meetings this week, as well as, set up the IT equipment for a joint meeting with Rutherford, Polk, and Cleveland Counties and the NC Department of Transportation. The Director also met with Polk County Government and Polk County school officials about a VoIP system, met with the County Manager and Finance Director about budgets, and met with the County Manager about Viper towers, telephone systems, and the website.

### **Library:**

The Director attended a budget and a Library Society meeting, evaluated items for the book sale, cataloged genealogy reference works for the CMC database and planned for an upcoming CMC monthly meeting. All county laptops for public use have been updated and attached to the network printer. New puzzles and games for the Children's Room have been purchased by the Rutherford County Library Society. The Accelerated Reader coding of Juvenile Fiction books has now been completed. Each chapter book now has a grade level sticker on the spine and the point value and AR Quiz number written inside the front cover. Patrons are very appreciative of the ease in finding books for class, and circulation has greatly increased. This week's Story Time is on Rabbits. Outreach programs were at Pinnacle Elementary School.

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

The garage had 10 preventative maintenance service calls, 14 repairs, 2 tire service calls and 15 other repair. 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 continues to work with Department Heads and the Manager on the FY13-14 budget. The Director and Supervisor attended a Performance Contract meeting with the County Manager, representatives from the schools and college, and representatives from the State Energy Office, as well as, attended a collaborative meeting with NC DOT, Polk, Rutherford and Cleveland Counties regarding the 221 Bypass and Laurel Hill Drive. 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 391 transactions collecting \$15,862.00.

### **Senior Center:**

The seniors brought in their SilverArts entries this week. The SilverArts categories are: Heritage Arts, Visual Arts, and Literary Arts. These entries will be judged on Monday. Cynthia Harmon, the Hard of Hearing Services Specialist from the NC Division of Services for the Deaf and the Hard of Hearing, conducted free hearing screenings on Wednesday. The United Way and Rutherford County Sheriff's Department hosted a Medicine Drop at the Senior Center on Friday. 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. They have had forty eight tax appointments this week.

### **Social Services:**

The past two weeks have been busy ones for DSS. Regular weekly meetings continue with the NC FAST implementation. Last week the Director attended the Kick Off of 2-1-1 at ICC; attended several meetings in Raleigh on Wednesday and Thursday regarding Adult Services and Child Welfare Services, attended the DSS Director's Meeting; and on Friday attended the Department Head's goal setting meeting. On Thursday the agency underwent an audit of Social

Security payee cases with a positive outcome. This week, on Tuesday, the IM Program Manager and several staff attended an NC FAST Foundations Workshop in Asheville. The purpose of the workshop was to give counties the opportunity to develop actions plans and brainstorm, develop and discuss action items to prepare the county for the next phases of NC FAST. The Board of Social Services held its regular monthly meeting on Wednesday with four board members in attendance. Along with their regular agenda items and reports, they heard a presentation from the IM Program Manager regarding Work Support Strategies and changes that the state initiative will bring to the agency's service delivery. Also on Wednesday, staff from Ashe County DSS visited the agency to talk to Income Maintenance staff and learn more about our processes and innovations in the IM Department. Social Work Program Manager, Lorie Horne and CPS Supervisor, Lynn Hoppes, visited Lake Lure Classical Academy on Wednesday to conduct training for staff on the reporting child abuse and neglect.

#### **Soil and Water:**

The Admin/Education Specialist visited Harris Elementary Second grade library classes to read for the Agricultural Literacy Program and presented an Enviroscope lesson to 3<sup>rd</sup> Grade classes at Thomas Jefferson. The Specialist attended a departmental budget meeting with Car Classen and Paula Roach, as well as, worked on information for Chase and R-S Central High Schools to compete in the State Envirothon Competition. The Water Quality Specialist took 2 applications for assistance, gave technical advice to 3 landowners and 4 farmers, and inspected 4 ongoing projects. The Specialist also entered data in the IBEAM state system. The final procedures to close out the dairy lagoon has started and should be completed by the end of the week

#### **Solid Waste:**

The Solid Waste Department served 350 customers, hauled 64 loads from convenience centers and shipped 37 loads to Lenoir. The Director attended the weekly transfer station meeting with Carl Classen, Paula Roach, David Odom and Tony Bumgarner. The Director has also been working on the gas to green project in which the equipment has been moved and installed in Columbus County, as well as, continuing work on the enhanced recycling project with RFP and meetings. The transfer station project continues to move forward. Lastly, the Director and Finance Director Paula Roach attended a meeting with Jimmy Torrey of Republic Services and the Director attended the department head goals meeting.

#### **Tax:**

**The Appraisal Department** answered 47 phone calls, assisted 4 citizens with the present use program and 8 citizens who came in to the office. Staff mailed 6 informal appeal notices, 2 value change notices, 4 informal and 2 Board of E & R appeal forms. The office received 10 new appeals bringing the total to 277. Appraisers worked 41 informal appeals and 1 review. **GIS/Mapping/Land Records/Addressing** assisted 30 taxpayers, answered 155 phone calls, issued 2 pre-permit, and reviewed 2 plats. Land Records printed 41 newly recorded deeds, transferred 32 deeds and set up 23 new accounts. GIS completed 3 splits, 2 merges, created 3 new maps and filled 1 data request. The Addressing Department assigned 5 new addresses and updated 14 addresses.

#### **Tourism:**

TDA has been immersed this week with two main projects: The first in moving the current EDC office to the Bechtler House, and the second, in renovation at the Welcome Center in Lake Lure where demo has already been completed. In addition, TDA staff has also had its annual planning session and have attended numerous other meetings.

#### **Transit:**

Transit drove 10,777 miles, transported 1,231 passengers and collected \$16,028 in revenue. There were no safety violations; however, a Transit van was involved in a minor accident on Wednesday, but the driver was not at fault and there were no injuries. Quarterly criminal background checks were completed on all safety sensitive employees, per Medicaid requirement. The Director answered written questions to vendors pertaining to the RFQ for new digital radios. Transit began the order process for a new Dodge Journey through NCDOT procurement. The Director also spent time evaluating the new county website and updating the county seal.

**Veterans Office:**

The staff made 222 contacts this week. Staff also had 114 telephone interviews, with 34 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  
Phone (828) 247-4495 • Fax (828) 247-4498

**MEMORANDUM**

**ENGINEER'S CONSTRUCTION OBSERVATION REPORT**

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Project: **Transfer Station Upgrades**  
Contractor: **Maple Leaf Design & Build, Inc.**  
Date: **03/18/2013** Time of Arrival: **1:00 pm**  
Notice to Proceed:  
Previous Rain Days: **0**  
Rain Days Since Last Report: **0** Total Rain Days **0**

Construction Report No.: **15**  
Contact at Site: **Bernie Dilgert**  
Weather Conditions: **cloudy**  
Substantial Completion Date:  
Previous Substantial Completion Date:  
Current Substantial Completion Date:

**Observations & Notes:**

- Contractor beginning to backfill with washed stone
- Fabric placed in bottom and on side of concrete
- Directed foreman to fill two feet then compact with vibratory compacted and check settlement amount
- Road has been graded from lower elevation. Grade looks real good





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## **MEMORANDUM**

**Date: March 20, 2013**

**To: Danny Searcy**

**From: David Odom**

**Re: Weekly Update on Grey Rock Activities**

1. Project 6 grading is underway in a big way now. Thus far, we have not encountered nearly the challenges we encountered in Project 5 (undercut, wet soil, rock). This project will proceed at a much faster pace for these reasons as well as the fact that spring has arrived.
2. Project 7 clearing will begin later this week.
3. Project 8 is to be rebid on March 28.
4. Have received the erosion control permit for Project 4B.
5. Anticipate beginning construction on Project 3B in about two to three weeks. We will have a preconstruction meeting with NCDENR prior to beginning that project.
6. We received the final permit from the Army Corps for all Phase I stream impacts. The remainder will be paid for with Project 8.

ANNUAL COUNTY BLOOD DRIVE MAY 8<sup>TH</sup>  
11:00 UNTIL 3:00 AT COUNTY OFFICES

CONTACT HR TO SCHEDULE AN APPOINTMENT

