

# 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 8, 2013

To: County Commissioners

From: Carl Classen, County Manager

## **Weekly Report Items** **Week Ending March 8, 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 13 new voters, 550 duplicates, 23 changes of information and mailed 68 verification and confirmation cards. A Board meeting was held on Tuesday to review the budget. In addition, the Board set the date for the Chimney Rock ABC Referendum for May 7<sup>th</sup>. Staff has been busy since then entering and preparing all of the election information.

### **Building Inspections:**

Building Inspections has had another busy week with the issuance of 61 permits totaling \$24,123 in fees. Those permits included 4 new houses and 25 duplexes (50 units). Inspectors conducted 163 inspections this week which included a temporary Certificate of Occupancy for a portion of the Administration building at Horsehead. The department also received commercial plans for review on an employee changing facility at Horsehead and a remodel project at Ameri-Dial. The Director also continued working on the new fiscal year budget, as well as, participated in a meeting of the employee performance evaluation review committee.

### **Clerk to the Board:**

The County Commissioners had a special meeting and their regular meeting on March 4. On March 7, Chairman Owens attended the Chairman/Mayors/Managers meeting with other officials in Rutherford County along with Manager Classen. The week has been busy following up on issues of the March 4 meeting.

### **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 met with the Rutherford County Farmer's Market Vendors to prepare for the 2013 season and participated in interviews for the WNC Livestock Specialist position. The **Family and Consumer Sciences Agent** attended a Youth and Family Institute in Asheville, taught Steps to Health 3<sup>rd</sup> grade nutrition, and held a Kinship Care Forum. The **4-H Youth Agent** continues with 4-H Development, attended the Ag Literacy meeting, and attended 4-H Youth and Family Institutes in Asheville. The 4-H Project and Cumulative Records were compiled and forwarded to the District and State for completion. 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, attended the NC A&T University Mushroom Program, attended the ASAP Farm-to-School Grant Program, and made preparations for the Spring Garden School. 58 Contacts made.

### **County Manager:**

The County Manager attended numerous meetings this week. Mr. Classen began the week attending the weekly Solid Waste Transfer Station update, attended the weekly Public Works Project meeting which includes Queens Gap and Greyrock, met with Chairman Owens and Commissioner Richards regarding the Tax Office Study, met with Chairman Owens, Vice Chairman Eckler, Attorney Richard Williams, and Clerk Hazel Haynes reference the agenda, and attended the regular monthly Board meeting. Continuing, Mr. Classen attended a Horsehead project update meeting, met with Bob Howard, held the monthly media discussion, met with Planner Danny Searcy and EDC Director Matt Blackwell regarding DOT, and met with John Carroll, Judy Toney, and Paula Roach regarding DSS matters. Mr. Classen also met with John Carroll, Richard Williams, Chairman Owens, and Rob Martelle regarding the DSS Attorney position, attended a Community Health Board meeting, and attended a NCACC conference call. Finishing the week, Mr. Classen met with Hazel Haynes and Judy Toney, met with Ken McLearn and Vice Chair Eckler, attended the Chairman/Mayor/Manager luncheon, met with Roger Hollifield and Richard Williams, attended a EDC Structure Committee meeting, conducted the NCGA bill search for items pertaining to Rutherford County, attended an EDC Project update meeting, as well as, a Senior Center Advisory Board meeting, and met with Richard Williams regarding legal issues.

### **Economic Development:**

This week the Executive Director developed and submitted a response to an industrial prospect RFI; met with NC Commerce staff and County IT staff to review progress at the NC LITE UP Help Desk; attended the Board of Commissioners meeting; participated in a conference call with Duke Energy regarding incentive grant eligibility; attended the Horsehead Corporation progress meeting; attended a meeting at the airport to support marketing and development efforts; attended a meeting with the County Manager and Danny Searcy regarding transportation planning; followed up with Alliance Precision Plastics on incentive grant eligibility; met with Tom Johnson of AdvantageWest regarding marketing and recruitment opportunities; continued work on the development of the departmental budget for FY 13-14; met with Advisory Board members to discuss options for a public-private partnership; met with County Manager to review projects and activities; and developed and submitted invoicing for NC LITE UP Help Desk grant. The Project Administrator scheduled and attended a follow-up meeting with an existing industry and representatives from IPDC and ICC to talk about the workforce development program and some customized training options to see how they can work together; visited with four existing industries in Rutherford County and received positive comments and thanks for the effort being made to visit with them; attended Economic Development Staff Meeting; worked with an existing company on grant reimbursements and scheduled follow-up visits with two existing industries with SBTDC to provide assistance as identified during visit. The Economic Development Assistant attended a monthly staff meeting; completed and filed the office safety report; created mailing labels, affixed postage and mailed out more than 400 copies of the annual report; and continued to provide assistance and research in preparation for submission of the FY14 departmental budget.

### **Emergency Services:**

This week **EMS Personnel** responded to 201 calls which includes Emergency and Specialized Transport. The Director attended a Community Health Council meeting, attended an Emergency Management Response Team meeting, supported and assisted the Ellenboro Fire Department in the loss of a system responder, attended memorial and funeral services for Kenny Edwards, Ellenboro Firefighter, coordinated the state inspection for new ambulances and finalized the ambulances for service, and continues to prepare material for the FY13-14 budget. **Emergency Management/Fire Marshal:** The Fire Marshal conducted a fire investigation, attended an Economic Development Commission meeting, met with the County Manager and County Attorney regarding fire district contracts, met with the Firefighters Association Honor Guard regarding memorials, attended an Emergency Management Response Team meeting, and worked on information for a meeting with the Fire Chiefs.

**Finance:**

The Finance Director attended the weekly Transfer Station meeting and the weekly Project update meeting. The Finance Officer attended a financial conference this week along with the new Assistant Finance Officer who will officially begin work on March 26. 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.

**Human Resources:**

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Welcome new employees Emily Williams (p/t DSS), Chasity Toney (p/t 911), Louann Camilletti (p/t Senior Center), Brian Gooch (Sheriff), and Susan Gilliam (p/t Transit). Employees who have left the service of Rutherford County are Lisa Facemyer (DSS). The Director conducted interviews along with the new Senior Center Director Angela Ezell for the part time custodian position at the Center, attended the regular monthly Board meeting, attended a meeting with John Carroll, Paula Roach and Carl Classen regarding DSS matters, held orientation, attended the JCPC meeting, and attended a Mental Health Grant Committee meeting.

**Information Technology:**

The IT Department continues to work on the budget for all IT needs. If you have an employee that did not go through the Technology Use Policy sessions, please contact IT and we will send you a copy of the recorded meeting. Fiber was down on Thursday morning for several hours but PANGAEA got it back up and running by mid morning. The new website is coming along well, hope 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 we get it up and running, IT will help you with those updates.

**Library:**

The Director spent the week working on monthly reports, interlibrary loan materials, sorting through a truck load of donated books and preparing for an upcoming staff meeting and wellness program for April. The theme for the pre-school story hour this week is "Sheep".

**Public Works/Planning:**

The garage had 11 preventative maintenance service calls, 9 repairs, 7 tire service calls and 8 other repairs with no accidents to be reported. 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. 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 489 transactions collecting \$19,775.00.

**Senior Center:**

Staff has begun the registration for Senior Games. Registration will be from March 1-15. Crafts, art, and activities are ongoing. The number of meals, both congregate and home-delivered, are holding constant. 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 on Thursday and Friday, and see clients by appointment only. Forty eight tax appointments have been held this week. The Center hosted "Meet the Staff and Advisory Board Members" on Friday. All participants were encouraged to attend so they could get to know our staff and Board members a little better.

**Social Services:**

NC FAST continues to be implemented in the Income Maintenance Division. Supervisors and staff attended regular weekly NC FAST conference calls this week, as well as, weekly in-house meetings in order to stay abreast of the many changes and to learn how to resolve issues. On Monday, Director, John Carroll, attended the county safety committee meeting, and met with the County Manager, Finance Director, and the HR Director regarding

afterhours/on-call issues. On Tuesday, the Director attended a meeting regarding the DSS attorney position with the county manager, DSS board chair, commission chair, and the county attorney; and attended the Community Health Council. DSS managers held their regular bi-monthly meeting on Thursday; and the director and finance officer participated in the monthly state fiscal conference call. Finance Officer, Pam Price and IT Analyze, Peter Gaulin, were busy this week training staff to use the automated day sheets. Day sheets are a record of staff time by service and funding stream entered into the state system and drives the agency's reimbursement and revenue from the state. This new system will save the staff valuable time and improve their accuracy and timeliness.

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

The Admin/Education Specialist attended the Agricultural Literacy meeting, the Soil and Water Area 1 Spring Meeting, Voluntary Agricultural District Workshop, Farmland Preservation meeting, Farm City meeting, and the March District Board Meeting. The Specialist completed the Agenda and Information folders for the Farmland Preservation meeting and the District Board meeting. The Water Quality Specialist took applications for assistance, gave technical advice to landowners/farmers and inspected ongoing projects. The Water Quality Specialist consulted with a contractor and landowner on the dairy waste lagoon closure. The Specialist also entered application data in the IBEAM state system and attended the Soil and Water Area 1 Spring Meeting and the March District Board Meeting

#### **Solid Waste:**

The Solid Waste Department served 311 customers, hauled 64 loads from centers and shipped 34 loads to Lenoir. The Director attended the weekly transfer station meeting. The Director also attended the commissioners meeting and attended the safety meeting for the County at Transit. The transfer station project continues to move forward. Lastly, The Director attended the SWEEP meeting and held three conference calls.

#### **Tax:**

**The Appraisal Department** answered 58 phone calls, assisted 4 citizens with the present use program and 8 citizens who came in to the office. Staff mailed 174 informal appeal notices, 3 informal and 1 Board of E & R appeal forms. The office received 8 new appeals bringing the total to 255. Appraisers worked 6 informal appeals, and 2 reviews.

**GIS/Mapping/Land Records/Addressing** assisted 49 taxpayers, and answered 134 phone calls. Land Records printed 59 newly recorded deeds, transferred 75 deeds and set up 31 new accounts. GIS created 2 new maps and filled 1 data request. The Addressing Department assigned 6 new addresses, created one new centerline and updated 51 addresses.

**Sign Maintenance** installed 15 signs, had 3 reports of missing signs, have 22 waiting to be installed, and have a total of 29 missing signs.

#### **Tourism:**

TDA welcomes Cynthia Spears to the staff as the new part time Tourism Information Assistant. Cindy will be working at the Lake Lure Welcome Center. Renovations on the Lake Lure Welcome Center will begin within the next couple of weeks. The TDA staff is preparing to go to the Annual Governor's Conference scheduled for Monday and Tuesday of next week.

#### **Transit:**

Transit drove 10,020 miles, transported 1,178 passengers and collected \$14,956 in revenue. There were no safety violations. Four proposals were received for the Scheduling Software RFP. The contract will be awarded on March 22, 2013. The Director began work on Transit's 2013-2014 county budget. Reimbursements were also submitted to the state for two vehicle purchases. The NCDOT grant will reimburse Transit 90% for a total of \$94,095. The first Walmart shuttle ran on Friday. It is available to citizens every Friday morning.

#### **Veterans Office:**

The staff made 143 contacts this week. Staff also had 78 telephone interviews, with 70 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**



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### **MEMORANDUM**

## **ENGINEER'S CONSTRUCTION OBSERVATION REPORT**

Project: <b>Transfer Station Upgrades</b>	Construction Report No.: <b>12</b>
Contractor: <b>Maple Leaf Design &amp; Build, Inc.</b>	Contact at Site: <b>Bernie Dilgert</b>
Date: <b>03/04/2013</b> Time of Arrival: <b>3:15 pm</b>	Weather Conditions: <b>clear</b>
Notice to Proceed:	Substantial Completion Date:
Previous Rain Days: <b>0</b>	Previous Substantial Completion Date:
Rain Days Since Last Report: <b>0</b> Total Rain Days <b>0</b>	Current Substantial Completion Date:

#### **Observations & Notes:**

- Contractor is preparing to pour the piers in the back of the building
- Will begin preparing slab for drive tomorrow if weather cooperates
- No problems noted

