

# 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*

May 16, 2013

To: County Commissioners

From: Carl Classen, County Manager

## **Weekly Report Items** **Week Ending May 16, 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:**

This week, the Board met and certified the election results for the Chimney Rock Village ABC referendum. The hearing on two challenged voters was not held because both of the voters cancelled their registrations. The Director and Staff attended a District Meeting in Statesville on Wednesday. During the week, staff processed 19 new registrations, 948 duplicates, 5 changes of information and mailed 48 verifications and confirmations.

### **Building Inspections:**

Building Inspections has had a busy week. Staff issued 24 permits totaling \$3,426 and our inspectors conducted 154 inspections. The Director and the Fire Inspector have been conducting routine school inspections as well. The Director, a field inspector, and the Lake Lure Fire Chief toured the devastated homes on Lake James again on Friday so that further assessments could be made. The Director also toured Horsehead to evaluate the progress and to review building concerns. The Fire Inspector and the Director attended a follow-up meeting at the Rutherfordton Fire Department with local Fire Departments and Law Enforcement to continue to develop suggestions for a county school lockdown plan.

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

On Monday, County Commissioners held a special meeting with the Board of Education at the Rutherfordton Elementary School. The BOE presented budget information for the upcoming year to the Board. The meeting continued as a budget workshop at the Rutherford County Office Building. On Tuesday, Chairman Owens attended a Leadership Rutherford meeting to accept a check from Facebook for \$9,000 to be used for a picnic shelter at the Frank West Park. Later on Tuesday Vice Chairman Eckler and the County Manager attended a Mayors/Managers meeting at La Strada in Lake Lure. Chairman Owens attended the Social Services' Board meeting on Wednesday.

### **Cooperative Extension:**

The **Director** continues to assist clients with technical questions through phone calls, emails, office visits, and farm visits. **The Family and Consumer Sciences Agent** taught a food preservation workshop, submitted the monthly news column, met with the Extension and Community Association members, taught a Better Food Better Health nutrition program and

taught a life skills workshop. **The 4-H Youth Development Agent** participated in Pinnacle Elementary School's Agriculture day at the Bovender farm. Students also visited the 4-H tent to learn about poultry. As part of the 4-H Embryology project, seven elementary school classrooms hatched eggs. They are learning about the embryo development and relating it to the life cycle. The process of recruiting students for the ASPIRE program is underway. Poultry judging practice, as well as, livestock skillathon have begun. In these classes, students will learn about different parts of the egg and about various breeds of cattle, sheep, swine and meat goats. **The Agricultural Agent** attended the agriculture day at Pinnacle Elementary, participated in a program with Rutherford Master Gardener volunteers, taught a Successful Gardener Program on "Herbs", and networked with WIC. Contacts 413.

**County Manager:**

The County Manager attended numerous meetings this week. Mr. Classen began the week attending a Western Highlands meeting in Asheville, attended a Board of Education meeting with the County Commissioners, attended a budget workshop meeting; as well as, a security training meeting with the Sheriff's Department. Mr. Classen met with John Carroll and Pam Price of DSS and Paula Roach regarding the DSS budget. Mr. Classen along with mayors and other managers throughout the county met for a bi-monthly luncheon meeting. Continuing, Mr. Classen met with Jason Ruff, attended an IPDC board meeting, attended a meeting at Thomas Jefferson, attended the funeral service of Chairman Owens father-in-law, and attended the NCACC Legislative Conference call. Lastly, Mr. Classen conducted the NCGA bill search for items pertaining to Rutherford County, met with Richard Williams on legal issues, and attended a meeting with School Board Officials.

**Economic Development:**

This week the Executive Director was on vacation. The Project Administrator worked on and completed detailed response packages for five existing industry visits; provided OSHA assistance for existing industry; worked with an Apprenticeship Specialist at NC Department of Labor; visited four existing Industries and 3 revisits; facilitated a meeting for the Business Advancement Team; met with a company official regarding an existing building; provided information to an existing industry that may have some expansion plans and worked with two existing companies regarding press releases for the website. The Grant Administrator prepared, mailed and followed up on an incentive grant submittal; discussed an incentive agreement with an existing industry and emphasized the need for completion; researched and discussed the Duke Energy Lighting Upgrade Incentive Program with the same industry; sent two progress reports to Rural Center and IPDC; and discussed energy audits with a prospect. The Economic Development Assistant continued archiving and recycling records; prepared and distributed the public notice, minutes and agenda for the upcoming board meeting; collected data and prepared reports in response to a request for additional information for an RFI submitted to NC Department of Commerce; and began preparing a draft to market the county on an ally's website.

**Emergency Management/Fire Marshal:** The Fire Marshal attended a meeting with fire inspectors to discuss school lockdown policies and attended a budget workshop with Commissioners. Also, the Fire Marshal assisted several insurance companies with information about newly rated areas and conducted a fire drill at DSS. The following fire departments received Office of State Fire Marshal 50/50 matching grants.

Bill's Creek	7,099
Cherry Mountain	29,887
Chimney Rock	5,868
Cliffside Area	30,000
Ellenboro	2,250
Fairfield Mountains	2,833
Hudlow	11,500
Sandy Mush	23,990
S.D.O.	9,385
Shingle Hollow	2,175
Union Mills	7,111

**Finance:**

The Director and Assistant Director attended a meeting with the Commissioners and Board of Education on Monday, attended a budget meeting with the Board, and a security training meeting. Additionally, the Director and Assistant had a grant monitoring visit with a representative from Golden Leaf regarding Horsehead. Work on the budget continues.

**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 Justin Scoggins (DSS), and Chris Tate (911). No new hires this week. The Director attended the County Commissioners meetings on Monday and attended an ESC hearing along with John Carroll. The Director attended the HR Association meeting, attended the funeral service for Commissioner Owens father-in-law, and attended a meeting with Danny Searcy. Lastly, the Director attended a McNair Foundation luncheon.

**Information Technology:**

The IT department has been busy meeting with the consultant who will be conducting the new phone system upgrade, as well as, attended several meetings pertaining to the Tax Office redesign. The IT Department continues to service all county departments keeping the computers up and running.

**Library:**

This July marks the 75th anniversary for the Rutherford County Library System. On July 21, 1938 the Rutherford County Board of Commissioners established a central county library unit for Rutherford County. A County Library Board of Trustees, composed of six members, was appointed. To honor the library's anniversary, staff worked with local artist Alex Tillman to design a logo that incorporates both old and new technologies. The logo combines a traditional print book with a tablet device, reflecting the library's evolution in the digital age. See the logo on the library's three web sites (rutherfordcountylibrary.org, mountainsbranchlibrary.org, and haynesbranchlibrary.org) and it will also appear on future print materials and promotions. The Director has been planning for an upcoming staff meeting next week.

Jeannie Smith, the Children's Librarian, had the opportunity to introduce this year's Summer Reading Program to Spindale and Forest City Dunbar Elementary schools at a Parent Fair on Thursday evening, May 9. Over 250 people came to the booth to learn about the 23 shows scheduled for this summer at the 3 libraries. This week's Story Time theme has been "Snakes."

**Public Works/Planning:**

The garage had 11 preventative maintenance service calls, 17 repairs, 3 tire service calls and 12 other repairs. Maintenance completed 25 work orders and repairs to include correcting some discrepancies at the animal shelter and working the strain of groundskeeping. The Director and Operations Manager participated in various meetings including contractors, other department heads and staff, as well as, the manager and attorney. These meetings were regarding facility repairs and improvement plans, planning and maintenance, and county projects to include continued emphasis on preparing for the tax office renovation; Greyrock paving bid opening; received donations from Leadership Rutherford for Frank West park picnic shelter and preparation for the monthly planning board meeting.

**Register of Deeds:**

Last week, the Register of Deeds office had an active week with 456 transactions collecting \$17,495.00.

**Senior Center:**

The Senior Center has celebrated Older Americans Month this week with several different activities. The seniors began their rehearsal for the play called "Red, White, and Tuna". Robert Judd, our 2013 overall winner in Performing Arts, will be directing the play. This performance will be later in the summer. The seniors participated in the "Scam Jam" event on Tuesday. Sheriff Chris Francis and Det. Philip Bailey spoke to the seniors about local scams and Carol Young, from the Victims and Citizens Services Section of the NC Department of Justice discussed scams associated with sweepstakes, charities and home repair. The Carolina Singers and Dancers performed at the Center on Wednesday. The seniors also enjoyed entertainment from Pat Nanney as they played "Name That Tune." The week ended with the Senior Shiners traveling to Oak Grove to entertain the residents.

**Sheriff:**

April 2013	
Calls for Service:	4204
Warrants Served/Total Arrest:	149/177
Domestic Calls:	159
Involuntary Commitments/Hours.:	13/9.25 Man Hrs.
Civil Papers Served:	378
Exparte's Served:	26
Evictions:	10
Animals Pickup/Surrender:	296
Animals Returned to Owners or Rescued:	222
Animal Control Calls for Service:	199
New Cases Assigned to Detectives/Road Patrol:	183/25
Pill Drop Collections:	8,360 Doses Units
Average Daily Inmate Confinement:	218
Gun Purchase Permits Issued:	220
Carry Concealed Permits Issued:	106
Project Lifesaver Clients/Contact Hours:	7/4.0 Man Hrs.
Registered Sex Offenders/Contact Hours:	179/8.0 Man Hrs.

=====

The Sheriff's Office began the mandatory 2013 In-Service training in January and has completed all required courses except firearms qualification which will be completed in October.

Congratulations to:      Corporal Don Huckabee promoted to Sergeant  
                                 Patrolmen Chad Nazelrod promoted to Corporal  
                                 Part-time Deputy Brandon Friend to Full-time Patrolmen  
                                 Reserve Deputy David Suttles, Part-time  
                                 Reserve Deputy Timothy Lowery, Part-time

**Social Services:**

On Monday, Director John Carroll and IM Administrator, Kandi Bridges, met with HR Director Judy Toney to discuss personnel issues. The Director and Fiscal Office Pam Price met with County Manager Classen and Finance Director, Paula Roach, regarding the FY2013-14 budget. The regularly monthly DSS Board Meeting was held on Wednesday with four board members present. In addition to regular agenda items, the Board received information and updates regarding NC FAST, worked with 2-1-1 to take afterhours calls for the agency, staff shadowed consumers throughout their visit to the agency, received updates on several legislative bills that effect the agency, and updates on several issues effecting adult services and assisted living facilities. The regular bi-monthly management team meeting was held on Thursday. The Director attended the Safety Committee meeting on Thursday and the More-At- Four Board meeting on Friday. Program Managers and Supervisors have been conducting internal interviews and testing this week for a vacant supervisory position in Food and Nutrition Services. Income Maintenance staff continue to attend conference calls and webinars regarding NC FAST and preparing for the launch of the Medicaid module in October. The Fire Marshal's Office conducted a successful fire drill at the agency on Tuesday with an evacuation time of 2 minutes 10 seconds. This included evacuating nine consumers out of the lobby area and several in staff offices.

**Soil and Water:**

The Admin/Education Specialist continues working on District meeting minutes and District Plan of Work and Annual Reports. The Water Quality Specialist took 2 applications for assistance and gave technical advice to 4 farmers. The Water Quality Specialist also entered data in the IBEAM state system for the request of payments. The Specialist is preparing the annual NC Cost Share BMP Fund Certification.

### **Solid Waste:**

The Solid Waste Department served 341 customers, hauled 58 loads from convenience centers and shipped 36 loads to Lenoir. The Director met with David Odom at the landfill to discuss future C & D plans. The Director also met with Carl Classen and Attorney Richard Williams on the electronics recycling contract. The Solid Waste Department has issued an RFP for metal bids this week and met with Kerry Giles on how to market the enhanced recycling project. Recycling RFP proposals will be opened Friday May 24<sup>th</sup>. The transfer station project continues to move forward with all structural steel in place and workers have started attaching the metal for the roof. The Solid Waste/Litter Control Officer has five active cases of littering and one active case of larceny (two occurrences of theft from landfill). The Department worked six community service workers this week.

### **Tax:**

**The Appraisal Department/ GIS/Mapping/Land Records/Addressing** answered 690 phone calls, assisted 0 citizens with the present use program and 253 citizens who came in to the office. The office received no new appeals, and issued no pre-permits. **Land Records** printed 35 newly recorded deeds, transferred 53, and set up 24 new accounts. **GIS** completed 7 splits, 0 merges, 2 acreage adjustments, and created 0 new maps. **Addressing** assigned 4 new addresses and updated 18. **GIS website** had 160,925 hits and 93,608 successful searches. **Sign Maintenance** installed 11 signs and performed maintenance on 0. **The Collections Department** has taken approximately 30 payments in person or by credit/debit, 17 payments by phone, and 80 by web. Staff has also continued to issue garnishments and attachments. **The Listing Department** is still valuing personal property and entering exclusions. Staff completed 16 discoveries, 29 releases, and 7 refunds.

### **Tourism:**

TDA has been in the stages of planning and design for the interior of the Lake Lure Welcome Center. Progress continues daily on the facility. The overall Wayfinding Vision for FY2013-14 has been discussed and follow up with DOT in regards to the Chimney Rock and Lake Lure signage as well. The TAF board met and drafted the bylaws and a preliminary budget. Registration for the 2013 TDA Alliance Conference, scheduled for November, has been set up on [Eventbrite.com](http://Eventbrite.com) and pre-registration is now available.

### **Transportation Services (EMS/Transit)**

**EMS:** This week EMS Personnel responded to 165 ALS dispatched calls and 96 convalescent calls on the non-emergency side. The new admin vehicle is in the process of being prepared for on road service. The department also received one of the remounted ambulances this week and plan on having it in service as soon as possible. EMS presented a program at Ellenboro School to students in the Pre-K class. Quarterly in-service was held this week for all employees at the Rutherford Learning Center with instructors from Regional One Service and McDowell Emergency Medical Services. **Transit:** Transit drove 10,346 miles, transported 1,255 passengers and collected \$19,610 in revenue. There were no safety violations and the monthly Safety Meeting was held where drivers received training on operating the new digital radios. Congratulations to driver Theresa Justice who was named Employee of the Month. Residents from the Golden Valley area received transportation to the free food distribution site this week. Also, this week DMA (NC Division of Medical Assistance) announced that they would not be using a broker system for Medicaid transportation, but would continue using the coordinated services model which allows this to be run from the local level. This is a huge announcement that will benefit our Transit system greatly and the citizens of Rutherford County.

### **Veterans Office:**

During the last week, the staff made 186 contacts, received 76 telephone interviews, and had 46 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

Project: **Transfer Station Upgrades**

Construction Report No.: **28**

Contractor: **Maple Leaf Design & Build, Inc.**

Contact at Site: **Bernie Dilgert**

Date: **05/14/2013**

Time of Arrival: **4:30 pm**

Weather Conditions: **sunny**

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:

- Contractor is installing roof now. Building siding to be completed next week and electrician and chute installation to begin.
- No problems noted





**Theresa Justice**  
**“Employee of the Month”**



**Library**

Annual Enrollment is May 20-31, 2013. Members do not need to do anything during Annual Enrollment if they are satisfied with their current plan. If they take no action, they and any dependents will remain on their current plan. There are no changes to member or dependent premiums. During Annual Enrollment members can:

- Enroll in the State Health Plan
- Switch between plans
- Add or remove dependents without a qualifying event

When adding dependents to their benefit plan, members may be asked to provide documentation of a dependent's State Health Plan eligibility.

---

## **RELAY FOR LIFE**

RELAY has kicked off with many fund raisers on the horizon—we hope each employee will get involved in some way with RELAY—upcoming fundraisers:

April 11                      Spaghetti lunch-County Office Building-  
Spaghetti lunch a success-raised approx \$650.00 dollars—thank you to everyone who helped in any way!!!

April 20                      Sheriff's Shooting Tournament-Bostic Gun Club-  
A total success raising \$1,130—thank you to the Sheriff and staff and all the volunteers and participants

May 3                          Hanging basket sale-another great success—we sold 175 baskets/flats with a total profit of \$500.00

May 4                          Mayfest- sold flowers and quilt tickets

May 17                        RADA cultery orders due

Now until RELAY night—dimes for Relay—filling up 20 ounce water bottles with dimes—each bottle equals \$100

Now until RELAY night-Quilt ticket sales