

# 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 24, 2013

To: County Commissioners

From: Carl Classen, County Manager

## Weekly Report Items Week Ending May 24, 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:

During the week, the office processed 18 new voters, 20 changes of information and mailed 38 verification and confirmation cards. On Tuesday, Director Debbie Bedford and staff attended a Go-To meeting on Campaign Finance from the State Board of Elections. This training is in preparation for the upcoming Municipal Elections.

### Building Inspections:

The Building Inspections Department issued 7 Certificates of Occupancy this week, with one of those being the Family Life Center for the Southern Baptist Church in Rutherfordton. Along with those COs, staff has conducted 116 inspections and issued 23 permits, 4 of which were small projects at Horsehead, with total receipts just under \$5,000. The Director met with representatives of the Rutherford County Schools (Director of Maintenance and Chief Operations Officer) to discuss the new livestock arena going up at the former Shiloh School location. The Director and Fire Inspector have been working diligently, along with RCS representatives and fire inspectors around the county, for several weeks on lockdown plans for the school system. School inspections have been underway for a couple of months now with the final school being scheduled for tomorrow. Clint Houser has received his Probationary Certificates in Level II Building, Plumbing, and Fire.

### Clerk to the Board:

Commissioners had a busy week beginning on Monday morning with a breakfast to honor emergency service workers. Commissioners and Rutherford Hospital jointly provide a breakfast for those who serve so diligently during times of emergency. Following the breakfast a special Commissioners' meeting was held with Isothermal Community College Board of Trustees to discuss the budget for the upcoming year. A special County Commissioners' meeting followed this. Chairman Owens and Vice Chairman Eckler attended a STEP meeting in Rutherfordton on Monday night followed by a meeting referencing economic development in the area. On Tuesday, Chairman Owens, the County Manager, and the Clerk to the Board traveled to Raleigh to attend County Assembly Day hosted by the North Carolina Association of County Commissioners. Chairman Owens had an Agriculture Steering Committee Meeting with the NCACC at lunch. That evening the group met with County Commissioners and legislators from across North Carolina to discuss state

legislation that has an impact on counties. On Thursday, the Commissioners were invited to Business After Hours at Rutherford Internal Medicine sponsored by the Chamber of Commerce. On Friday, Commissioners and staff along with department heads and mayors and managers from municipalities will have lunch at the Rutherford County Solid Waste Transfer Station to see the progress on this project. (See Special Highlights)

#### **Cooperative Extension:**

The **Director** continues to assist clients with technical questions through phone calls, emails, office visits, and farm visits. The **Agricultural Agent** submitted a NC Nourish Grant for Rutherford County and Grahamtown Community Gardens. Preliminary planning being held for the Winter Landscape/Nursery program. Contacts 58.

#### **County Manager:**

The County Manager attended numerous meetings this week. Mr. Classen began the week attending an Appreciation Breakfast for EMS and the Rescue Squads, attended a meeting concerning the Tax Office renovations, attended a meeting with the Board of Commissioners and the Board of Trustees from ICC, attended a meeting with Community Health Clinic staff regarding Western Highland Dissolution Funds, attended the STEP meeting and met with Commissioner Owens, Henry Giles, Jimmy Dancy, and Karen Andrews regarding economic development initiatives. Additionally, the Manager and the Finance Director and Assistant Finance Director met with Stephen Matheny from ICC regarding budgeting, plus he attended a sewer systems grant meeting with town managers and Rural Center representatives and then drove to Raleigh to attend Assembly Day along with the Board Chair Julius Owens and Clerk Hazel Haynes. Continuing, Mr. Classen met with Commissioner Richard on his straw vote budget amendment then attended a Western/Smokey joint Executive Committee meeting regarding Western Highlands.

#### **Economic Development:**

This week the **Executive Director** and the Grants Analyst met with an existing industry regarding utility incentives associated with efficiency improvements; met with Stonecutter Corporation in the preparation of a response submittal to an industrial prospect; reviewed and provided comments on the recently completed Strategic Plan and Target Market Analysis; continued work on and met with the Advisory Board Structure subcommittee; prepared and submitted a complete response to an industrial prospect; participated in the monthly Advisory Board Meeting; prepared for and conducted the monthly Help Desk staff meeting; participated in a webinar on building smart incentive packages using the community impact model; spoke at the Energy Commission hearing in Marion regarding the support received from Duke Energy for economic development activities in Rutherford County; and met with the County Manager to review economic development activities. The **Project Administrator** worked with SBTDC and Isothermal Community College to assist an existing industry; attended an Economic Development Advisory Board meeting and presented an update on the Work, Grow, Thrive! Business Retention and Expansion program; provided support for a company's efforts to obtain qualified estimates for input for an NC Rural Center grant application; provided site information for a Film Commission request for location shoot; provided zip code map for PSNC ; sent building and contact information to an out-of-state realtor for available space for a commercial endeavor; and reached out to a local existing business to offer recruiting/hiring assistance for advertised jobs. The **Grant Administrator** researched and prepared a report on Energy Savings Projects for an existing industry; prepared paperwork for an NC Department of Commerce submission for Alliance's ONE NC incentive; scheduled a meeting between Waste Reduction Partners, the Duke Energy Smart Saver Program, an existing industry and our office; researched new approaches to funding sanitary sewer extensions; and worked with Rural Center and IPDC on quarterly reporting for projects. Lastly, the **Economic Development Assistant** managed operations of the office, assisted in preparing a RFI response for a Charlotte site consultant; attended and took minutes at the Advisory Board meeting; completed and submitted an article to market the county on an ally's website and assisted in the research and collection of data in response to a RFI request for additional information.

#### **Emergency Management/Fire Marshal:**

The Fire Marshal responded to a reported commercial structure fire and two searches for missing persons. The Fire Marshal also participated in a regional tabletop exercise involving flooding. Staff attended a Situation Unit Leader training class and assisted various fire departments with equipment purchases related to last week's grant announcements.

**Finance:**

The Director and Assistant Director attended a meeting with the Commissioners and ICC Board of Trustees, attended a meeting with Carl Classen and Stephen Matheny, met with the auditors, and continue to work on the budget.

**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 Sarah Koone (DSS), and Emmett Murray (DSS). Welcome new employees, Tim Lowery (p/t Animal Control), Megan Logan (p/t Detention), Deborah Toney (p/t DSS), Emily Grant (p/t DSS), Callie Crain (p/t Detention), and Betty Conner (DSS). The Director attended the County Commissioners meeting on Monday as they met with the ICC Board of Trustees and assisted DSS in interviewing. The Director met with the Planning Board Director to discuss use of the old Harris gym, met with Doug Dunn regarding insurance, and attended a Community Health Board meeting.

**Information Technology:**

The IT Department is busy working with the tax office on their new office plans and new software upgrade. Staff have been busy with the upgrade on the mobile software on all MDTs and working to upgrade the web filtering software as well. Staff also recorded the Commissioner's budget meeting and held a one on one website update training class. If anyone needs a website training class, please let IT know to get it scheduled. Hope everyone is enjoying the website and please don't hesitate to call with any questions or concerns about anything IT.

**Library:**

Monday the library staff was given the schedule for upcoming programs for both adults and children. The Summer reading programs can be viewed at: [rutherfordcountylibrary.org](http://rutherfordcountylibrary.org) and on the Rutherford County Library's Facebook page. The Children's Librarian is closing out the Story Time school year this week with an introduction to the Summer Reading theme of "Dig Into Reading." Children in all three libraries, as well as, 2 classrooms at The Carver Center learned about burrowing animals. A third classroom will come on a field trip to the main library for Story Time and tour of the library on Friday.

**Public Works/Planning:**

The garage had 11 preventative maintenance service calls, 21 repairs, 2 tire service calls and 4 other repairs. Maintenance completed 23 work orders and repairs including continued progress on the state discrepancies at the animal shelter and working the current demands of the rapidly growing grass and groundskeeping. The Director and Operations Manager participated in various meetings with contractors, other department heads and staff, as well as, the manager and attorney. These meetings were regarding facility repairs and improvement plans, as well as, planning and maintenance and county projects to include continued emphasis on preparing for the tax office renovation; Greyrock, Queens Gap, rail trails, and planning board activities.

**Register of Deeds:**

Last week, the Register of Deeds office had an active week with 421 transactions collecting \$14,503.50.

**Senior Center:**

The Senior Center has continued to celebrate Older Americans Month this week with several different activities. Barbara Hill, Program/Activity Coordinator took a group of seniors on Sunday to the Green Room Theater in Newton to see "The Red Velvet Cake War". The center had a special visit from a neighboring Senior Center when the Kings Mountain Chorus came to entertain us with their beautiful voices on Monday. The ICC-Polk Campus Therapeutic Massage Program students provided chair massages for the seniors. The seniors participated in the "Cardiac Arrest and Basic Life Saving Techniques" program presented by Amanda Shires, an EMT with the Rutherford County EMS. On Thursday, the seniors traveled to Strawberry Hill for ice-cream and fresh produce. The Cloggers from Lake Lure entertained participants on Thursday. Ben Many, from Pisgah Legal Services, came to speak about Healthcare Power of Attorney and Living Wills.

Lastly, on Friday, Robert Judd, our 2013 overall winner in Performing Arts, entertained us with a special comedy performance.

### **Social Services:**

This week has been Income Maintenance Appreciation week. Throughout the week, managers and supervisors have honored staff that work in the areas of Food and Nutrition Services, Medicaid, and Work First. This included a spaghetti luncheon on Wednesday. Since all staff could not be away from their work station at one time, two separate lunches were served. During this time, staff participated in an activity where they wrote down interesting things about themselves and then another staff member shared this with the group. Everyone enjoyed this and learned a lot about their fellow workers. The Income Maintenance Administrator, Kandi Bridges, and several supervisors attended at cluster meeting at Haywood County DSS. The purpose of these meetings is to discuss current issues to share best practices. Interviews were conducted this week for a vacant Income Maintenance Supervisor position and for two Social Worker vacancies. Income Maintenance staff continue to attend conference calls and webinars regarding current NC FAST issues and in preparation for the launch of the Medicaid module in October. Monday was a regular DSS court day for Children Services. On Wednesday, the regular monthly agency supervisor meeting was held. On Thursday, the Director, along with Kandi Bridges, met with HR Director, Judy Toney, and County Attorney, Richard Williams, concerning an ESC matter.

### **Soil and Water:**

The Admin/Education Specialist sent District Board Meeting notices and information and Farmland Preservation meeting notices and information. The Specialist also attended a Toastmasters meeting, Pinnacle Farm Day wrap up meeting, and a Farm City Planning Committee meeting. The Water Quality Specialist took two applications for assistance and gave technical advice to four 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 348 customers, hauled 61 loads from convenience centers, and shipped 32 loads to Lenoir. The Director attended various meeting this past week that consisted of marketing recyclables with Kerry Giles, the monthly safety meeting, and the weekly transfer station meeting. The Director developed an agenda for the Enhanced Recycling Promotion Committee meeting, as well. The Solid Waste/Litter Patrol officer has four active cases of littering, one closed pending arrest, and worked 6 community service workers. The transfer station project continues to move forward with metal installed and Maco is installing the chute this week.

### **Tax:**

**The Appraisal Department/ GIS/Mapping/Land Records/Addressing** answered 352 phone calls, assisted 0 citizens with the present use program and 283 citizens who came in to the office. The office received 12 new appeals, and issued no pre-permits. **Land Records** printed 54 newly recorded deeds, transferred 70, and set up 32 new accounts. **GIS** completed 4 splits, 11 merges, 1 acreage adjustments, and created 0 new maps. **Addressing** assigned 5 new addresses and updated 135. **GIS website** had 159,950 hits and 92,226 successful searches. **Sign Maintenance** installed 11 signs and performed maintenance on 0. **The Collections Department** has taken approximately 36 payments in person or by credit/debit, 16 payments by phone, and 130 by web. Staff has also continued to issue garnishments and attachments. **The Listing Department** is still valuing personal property and entering exclusions. Staff completed 60 discoveries, 41 releases, and 2 refunds.

### **Tourism:**

The Welcome Center changes daily – ceilings are installed, electricity running and displays being finalized. TDA has been working to seek sponsorship for the Welcome Center. A Wayfinding meeting is scheduled for Wednesday, May 29th. Also, a meeting was held with the Cliffside Historical Society for inclusion in our mobile app. Currently staff are updating all information in the tourism stakeholders database. Watch for our new publications.

### Transportation Services (EMS/Transit)

**EMS:** EMS Personnel responded to 176 ALS dispatched calls and 75 convalescent calls on the non-emergency side. EMS did a short program at East High School on Tuesday morning covering equipment on ambulance and what to expect if you need to be transported in an ambulance for a Special Needs Class. Also, staff did a hands only CPR class at First Baptist Church in Spindale on Tuesday at 6:00 pm, and a program at the Senior Center of Rutherford County about strokes, chest pain and hands only CPR on Wednesday. Administration cooked Breakfast for all crews for three mornings this week for EMS week, plus the Hospital and County Commissioners hosted a breakfast on Monday. EMS is expecting delivery of the second re-mount ambulance this week. "The Daily Courier" also ran daily articles on EMS this week as a highlight to EMS week. **Transit:** Transit drove 11,891 miles, transported 1,279 passengers and collected \$21,663 in revenue. There were no safety violations. The quarterly Transit Advisory Board was held this week. Residents from the Chase and Ellenboro areas received transportation to the free food distribution site this week. Also, Transit has been working with NCDOT's Public Information officer on promoting the new free transportation to the food distribution sites. A press release will be sent to major media outlets across the state, plus Transit was highlighted in this week's NCDOT Now video. If you watch until the end, Rutherford County Transit is mentioned in this short clip about our transportation to the food pantry and also shows our bus stop sign. [https://www.youtube.com/watch?list=PLKjJYg0oIE-WXUQIJRvY6ZSkTDUqLEerG&feature=player\\_embedded&v=u6mP3QgAO8E#t=0s](https://www.youtube.com/watch?list=PLKjJYg0oIE-WXUQIJRvY6ZSkTDUqLEerG&feature=player_embedded&v=u6mP3QgAO8E#t=0s)

### Veterans Office:

During the last week, the staff made 178 contacts, received 86 telephone interviews, and had 64 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. The Veteran's Office will attend a Memorial Day ceremony on Monday at 11 am at the Town of Forest City.

## **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.: **29**

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

Contact at Site: **Bernie Dilgert**

Date: **05/22/2013**

Time of Arrival: **11:30 am**

Weather Conditions: **sunny**

Notice to Proceed:

Substantial Completion Date:

Previous Rain Days:

Previous Substantial Completion Date:

Rain Days Since Last Report:      Total Rain Days

Current Substantial Completion Date:

### Observations & Notes:

- Met with CF Reece and Bernie to resolve installation of final support beam for packer. Beam will be installed this evening.
- Discussed the backflow preventer location. Currently the backflow preventer is above grade in an area where the concrete needs to be removed. We determined that the best approach will be to relocate the backflow preventer to the area of the washdown where the concrete will

not be removed on the existing riser. The waterline servicing the bathroom in the control room will be connected to the riser above the backflow preventer.

- Identified several locations for protective ballards for the existing building.
- Packer installation will begin immediately upon MACO's completion of work.

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**Items Requiring Action:**







**Welcome new granddaughter “Savannah”—proud grandpa Commissioner Greg Lovelace!!!**

**Congratulations to new parents Jeremy and Courtney.**



Chairman Owens receiving a \$9,000 donation from the 2013 class of Leadership Rutherford. This donation is in support of constructing a picnic shelter at the County's Frank West Park. This will be a great addition to the County's work of a new restroom and playground that have been added to this park over the past 18 months.

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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.

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# **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 –SUCCESS raised over \$600—thanks to everyone

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