

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 3, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending May 3, 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:

One-Stop Absentee Voting for the Chimney Rock Village ABC Referendum will end on Saturday at 1:00 p.m. The Elections Board met on Tuesday to approve absentee applications and handle a preliminary hearing on a Challenge to a voter's registration. During the week, staff processed 20 new registrations, 1337 duplicate registrations, 12 changes of information and mailed out 135 verifications and confirmations. Please join us next Tuesday for a reception for the three outgoing Board Members at our office from 2:30 until 4:00.

Building Inspections:

Building Inspections issued 44 permits this week totaling \$6,101 in fees. Inspectors conducted 103 inspections and also conducted several school inspections with the Fire Inspector. The Director met with the owner of the Lake Lure Arcade apartment project regarding ongoing construction. The Director also worked with the NC Licensing Board for General Contractors on several projects that involve contractor fraud. The Department also issued a certificate of occupancy for the Isothermal Community College Health Sciences Center in the old Rutherfordton Elementary Building.

Clerk to the Board:

The Commissioners' Office has had a very busy week in preparation for three County Commissioners' meetings on Monday, May 6. A special meeting will be held at 1:00 PM on Monday, a second special meeting will be held at 5:30 PM, and the regular meeting will be held at 6:00 PM. Chairman Owens and Vice Chairman Eckler along with the County Manager met with Board of Education Chairman John Mark Bennett, School Superintendent Janet Mason and Benny Hendrix in the conference room at the Department of Social Services. On Tuesday Commissioners attended the Volunteer Awards Luncheon which they host every year. The "New Chamber of Commerce" meeting was held on Tuesday evening in Lake Lure. Vice Chairman Eckler attended a Library Board meeting this week and a SWEEP meeting on Friday. Commissioners will attend the IEI Community Forum on Friday morning.

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 attended the Healthy Girls monthly meeting, attended the Community Health Council, conducted a food demonstration at Sav-A-Lot grocery store, taught a Better Food Better Health Latino nutrition class, assisted ECA and GRG with annual fundraiser. The 4-H Youth Development Agent attended the volunteer luncheon and began an Embryology Program at Pinnacle School. The Agricultural Agent networked with Pinnacle Elementary on Ag Day program preparations, hosted vegetable/small fruit training for Master Gardener Volunteers, attended Volunteer Rutherford and served as 4-H Demonstration Judge. Contacts 157.

County Manager:

The County Manager attended numerous meetings this week with all his spare time working on the FY2013-14 budget with the Finance Officer and various department heads. Mr. Classen began the week meeting with Kerry Giles and Judy Toney, attended a Tax Office Update meeting, met with Vice-Chair Eckler, Chairman Owens, and the Board of Education Chairman, John Mark Bennett and Superintendent, Janet Mason. In his absence, the weekly Solid Waste Transfer Station update and the weekly Public Works Project meeting which includes Queens Gap and Greyrock was held in the Manager's office. Mr. Classen and Clerk to the Board Hazel Haynes attended the Rutherford Volunteer luncheon. Mr. Classen continued with several meetings, as well as, attended the "New Lake Lure" Chamber of Commerce event. The Sheriff's office presented a security plan for the Commissioners Room with Mr. Classen in attendance. The Manager continued with meetings regarding the agenda, attended a Community Health Council meeting, met with Danny Searcy, Matt Blackwell, and Jim Edwards to discuss transportation, and attended the NCACC Legislative Conference call. Lastly, Mr. Classen met with Richard Pettus and Terry Baynard and attended a meeting with the chiefs of the Rescue Squads. (See highlights section for the new organizational chart for the Transportation Services). The manager attended a Western Highlands meeting in Asheville, attended a IEI Community Forum event, and attended the Advantage West Consultant Event.

Economic Development:

This week the Executive Director attended a biofuels meeting at AdvantageWest; participated in an economic development research data collection meeting at IPDC; met with Tax Department staff to review incentive projection through FY 14-15; hosted the NC Department of Commerce and industrial prospect at RiverStone Business Park; met with the County Manager and IPDC to review DOT issues; attended the Region C Workforce Development Board meeting; attended the IEI Community Forum at the Foundation; and met with the County Manager to review economic development activities. This week the Project Administrator worked on detailed response packages for previous existing industry visits; researched additional assistance partners for the existing industry program; scheduled and revisited an existing industry to introduce NCSU Industrial Extension Service provider ; attended Community Connection Advisory Board team meeting at ICC and attended Emerging Issues forum on Manufacturing Works at The Foundation. The Grant Administrator prepared for submission an existing ONE NC Fund grant to a local industry; prepared NC LITE UP monthly reports for the NC Department of Commerce; researched possible grant opportunities for an existing industry; and provided incentive information on Duke, Horsehead and Valley Fine Foods for Executive Director. The Economic Development Assistant continued making preparations and finalized details for the Emerging Issues community forum; attended the forum; collected data for the monthly building permits report; completed online Publisher course material; and prepare the monthly safety report.

Emergency Services:

This week **EMS Personnel** responded to 217 calls which include Emergency and Specialized Transport. EMS has coordinated with ICC to begin a management related 6 months training course, expect to receive the remounted ambulance back next week, and received the new Administrative vehicle this week. **Emergency Management/Fire Marshal:** The Fire Marshal attended various meetings, completed review of fire district budgets, and conducted one fire scene investigation.

Finance:

The Finance Director attended the weekly Transfer Station meeting and the weekly Project update meeting. The Finance Director and Assistant Director are working diligently on the budget with County Manager Carl Classen. The Director continues to meet with various department heads as they work to balance the FY2013-14 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 Susan McEntire (p/t 911). The Director attended a meeting with Carl Classen and Kerry Giles and attended discussion on the Tax Office changes. The County Blood Drive is May 8th—please call for an appointment.

Information Technology:

Information Technology staff continues to monitor and service all equipment. The Director attended several meetings this week.

Library:

The Director met with the Library Board of Trustees this week and has added more holdings from the Old Tryon Genealogical Library to the CMC database. April Young, Mountains Branch Librarian, and Kenneth Odom, Library IT, will be attending a workshop in Asheville, sponsored by the State Library, with the focus being on “Collaboration”. This week’s Story Time theme has been “Goats” at all three libraries, with Outreach being at Mt. Vernon/Ruth Elementary School on Friday. The Children’s Librarian is creating a Summer Reading Program booth display to take to various school festivals, starting with Spindale Elementary on Thursday, May 9.

Public Works/Planning:

The garage had 13 preventative maintenance service calls, 14 repairs, 3 tire service calls and 9 other repairs. Maintenance completed 23 work orders and repairs along with the mowing season suddenly in full swing, especially with the rains. Staff has also begun to experience several minor air conditioning service calls as the seasons change and the temperatures fluctuate. The Director ensured that all public notices have been published/posted for the renaming of Hicks Grove Rd, conducted a Greyrock site inspection, and held an overall budget meeting with David Odom and the County Manager, then met with the Planning board chairman to share this information. The Director also met with representatives from the Town of Rutherfordton and Chimney Rock on infrastructure matters. Continuing, the Director met onsite at the Biggerstaff hanging tree property with historical architect, John Horton, Chivous Bradley, Historian, and OVTA President Marc Bowen, met with adjacent property owner Mr. Matheny to discuss obtaining access to the Cone mill former dump site, met with the County Manager and Finance Officer with updates on multiple projects; as well as, budget meetings. Lastly, the Director met with County attorney to exchange updates. Other tasks include working with the County’s legal counsel, manager, NCDENR and Odom engineering in preparation for construction at the Queens Gap site.

Register of Deeds:

The Register of Deeds office had an active week with 412 transactions collecting \$19,867.00.

Senior Center:

The Senior Center will host the Senior Games Closing Ceremony and Awards Presentation on Friday night at 6:00. We want to celebrate and recognize the seniors who participated in the games for their dedication and commitment to a healthy active lifestyle. May has been designated Older Americans Month since 1963. The theme this year is “Unleash the Power of Age!” Barbara Hill, our Program/Activity Coordinator, has many activities and events planned to celebrate Older Americans Month at the Senior Center. One new activity that has been planned for May is “Just Dance”. This is scheduled every Thursday in May at 1:00 pm.

Social Services:

On Tuesday, Director John Carroll and Social Work Program Manager Lorie Horne, met with Sheriff Chris Frances and Chief Jeff Buchanan concerning afterhours and Sheriff’s Department assist issues; and also, along with CPS Supervisor,

Lynn Hoppes, met with Rachael Nygaard, with Buncombe United Way 2-1-1 to discuss services for taking afterhours calls. On Wednesday the Director attended the Community Health Council Meeting at Rutherford Hospital. Wednesday was also a regular DSS court day. On Thursday the Director, along with IM Administrator, Kandi Bridges; IM Supervisors, Jill Hutchins and Sharon Messer; and IT Analyst, Peter Gaulin, attended a meeting in McDowell County, involving several surrounding counties DSS agencies, to discuss the universal worker model. This model will be the result of the final stage of NC FAST in which consumers will come into the agency and see one worker for all income maintenance program needs. Issues discussed included lobby configuration, reception flow, intake versus on-going cases, hiring practices, interview tools, classifications, shared tasks, and integrated models. In the afternoon the Director attended a meeting in Lincoln County with other area directors, along with the president of the NC Association of Long Term Care Facilities, to discuss the impact of IMD and PCS issues on DSS and facilities.

Soil and Water:

The Admin/Education Specialist presented a Water Quality lesson using the Enviroscope model to 8th grade students at RS Middle School. The Specialist also completed the District Agenda and information packets for the District Board Meeting and attended a planning meeting for the Pinnacle Farm Field Day that will be held at the Bovender Farm. Staff attended the District Board Meeting. The Water Quality Specialist took 1 application for assistance, gave technical advice to 5 farmers and inspected 2 ongoing projects. The Water Quality Specialist also entered data in the IBEAM state system for the request of payments. The Specialist is preparing the 2014 District Strategy Plan and conducting 2013 program years Spot Checks. The Specialist attended the District Supervisors monthly meeting.

Solid Waste:

The Solid Waste Department served 325 customers, hauled 59 loads from convenience centers, and shipped 37 loads to Lenoir. The Director attended the weekly transfer station project meeting. The Director also met with David Odom and Bernie Dilgert on the transfer station project as this project continues to move forward. The Director has been responding to questions on the recycling RFP. The Solid Waste Department worked 5 community service workers this week.

Tax:

The Appraisal Department/ GIS/Mapping/Land Records/Addressing answered 730 phone calls, assisted 96 citizens with the present use program and 280 citizens who came in to the office. The office received 1 new appeal, and issued no pre-permits. **Land Records** printed 36 newly recorded deeds, transferred 0, and set up 28 new accounts. **GIS** completed 1 split, 1 merge, 1 acreage adjustment, and created 0 new maps. **Addressing** assigned 13 new addresses and updated 58. **GIS website** had 216,199 hits and 140,182 successful searches. **Sign Maintenance** installed 3 signs, had 1 report of missing signs, have 0 waiting to be installed, and have a total of 25 missing signs. **The Collections Department** has taken approximately 56 payments in person or by credit/debit, 15 payments by phone, and 97 by web. Staff has also continued to issue garnishments and attachments. **The Listing Department** is still valuing personal property and entering exclusions. Staff completed 15 discoveries, 22 releases, and 3 refunds.

Tourism:

This week, many, many efforts are directed towards the Welcome Center – this will continue until the project is complete. Meetings have also been held to plan this fall's Alliance Conference and to work with event leaders in our inbound marketing efforts. Wayfinding coordination efforts continue, as well.

Transit:

Transit drove 10,878 miles, transported 1,208 passengers and collected \$16,930 in revenue. There were no safety violations. Residents from the Forest City area received transportation to the free food distribution site this week. On Saturday, Transit will begin a test pilot program for Saturday public transportation. If ridership is high enough, Transit will look at making this a permanent service. The Saturday route will be a fixed route and run on a limited six hour schedule from 9:00 am – 2:30 pm. Cost is \$1.00 to ride. Stops will include Walmart, Tri City Mall, Ingles, Big Lots, Aldi's, J's Salvage and Lowe's.

Veterans Office:

During the last week, the staff made 148 contacts, received 82 telephone interviews, and had 29 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

Project: **Transfer Station Upgrades**

Construction Report No.: **25**

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

Contact at Site: **Bernie Dilgert**

Date: **04/29/2013**

Time of Arrival: **3:30 pm**

Weather Conditions: **clear**

Notice to Proceed:

Substantial Completion Date:

Previous Rain Days: **0**

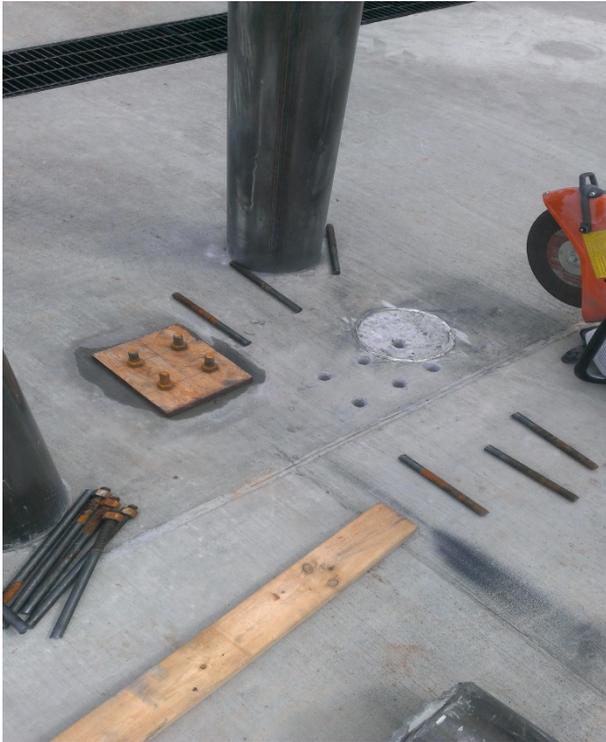
Previous Substantial Completion Date:

Rain Days Since Last Report: **0** Total Rain Days **0**

Current Substantial Completion Date:

Observations & Notes:

- Contractor has begun beam and post connections. Building installation to begin tomorrow.
- One of the protection posts was removed due to conflict with column.
- No problem noted on site



ANNUAL ENROLLMENT COMING SOON

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.

ANNUAL COUNTY BLOOD DRIVE MAY 8TH

11:00am UNTIL 3:00pm AT COUNTY OFFICES

CONTACT HR TO SCHEDULE AN APPOINTMENT



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 appr \$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—

May 4 Flowers, books, quilt tickets sold at Mayfest

May 17 RADA cultery orders due

Now until RELAY night-Quilt ticket sales