

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, *Chairman*
William Eckler, *Vice Chairman*
Susan G. Crowe
Eddie Holland
Roger Richard

Carl Classen, *County Manager*
Hazel S. Haynes, *Clerk to the Board*
Richard Williams, *County Attorney*

October 12, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending October 12, 2012**

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 held three training classes this week for poll workers and have five more to go. The Director gave a presentation to the Democrat Women's group on the Elections Office and the Election process. During this week, staff processed 259 new registrations, 215 duplicate registrations, 152 changes of information and mailed out 440 verification cards. As of yesterday, staff has mailed or emailed out a total of 721 absentee ballots and 287 have been returned for approval by our Board.

Building Inspections:

Building Inspections issued 50 permits for permit fees totaling \$6,159.00. Inspectors conducted 104 inspections. Reid Conway from the NC State Energy Office made a presentation to County staff and the inspectors from the Town of Forest City regarding current changes to the NC Energy Code. Construction has begun at the Frank West Park bathroom facility. Several inspections have been made this week on this facility. Construction continues to move along at the HorseHead facility as well, with several new permits issued for that site this week.

Clerk to the Board:

Governing Body spent much of this week in meetings. The Clerk attended a Soil Conservation Day early in the week. The Clerk and IT Department attended a meeting with Granicus (Agenda software vendor) and Laserfiche (scanning software vendor) regarding upgrades to these systems. The Clerk and Human Resources Administrative Assistant had a meeting regarding the updating of county forms and documents. The Chairman was in Raleigh for the Agriculture Steering Committee meeting at the North Carolina Association of County Commissioners. He also attended Soil Conservation Day and the DSS Board Meeting. Commissioners Holland and Eckler met with officials at Lake Lure and Chimney Rock regarding tourism development planning.

Cooperative Extension:

The County Extension Director continues to assist clients with technical information through phone calls, office, and field visits. The Director taught a Vermi-composting class for the 5th grade Conservation Field Day. The 4-H County Council met and discussed plans for upcoming 4-H events. The Council also voted on a new t-shirt design to market the county program. The 4-H Health Rocks TRY (Teens Reaching Youth) will start their instructional sessions at the Forest City Dunbar afterschool program. The staff worked on a Vermi-composting project. Vermi-composting is using bins to teach fifth graders about using worms to make compost. This is part of a fifth grade 4-H school enrichment curriculum and was used as a recruiting tool for teachers and students. 593 students and 28 teachers attended from nine different schools. The Family and Consumer Science Agent taught Give Your Heart a Healthy Beat class, met with the Grillin & Chillin committee for post-event evaluation and conducted food demonstrations at the Farmers Market. The Agricultural Agent was the guest speaker for the Foothills Daylily Society Regional meeting and attended a workshop evaluation for Grillin & Chillin. Contacts made 128.

County Manager:

The County Manager attended numerous meetings this week. The weekly conference call was held to discuss the Transfer Station progress with James Kilgo and David Garrett. The Manager met with Danny Searcy and Paula Roach on the project updates. The Manager attended a Strategic Planning funding meeting at the EDC office, attended the Watershed Field Day at RS High School, and attended a Lake Lure/Chimney Rock TDA planning meeting. Mr. Classen also met with Marie Honeycutt from Broad River Water Authority. Cooperative Extension Director Jeff Bradley met with Mr. Classen to introduce Dan Smith with the Western NC District. Mr. Classen attended a lunch meeting with Paul Sutherland and a new Ad-hoc Recreation group meeting. Mr. Classen reviewed the weekly report, attended a meeting at the Becthler House, and attended an Employee Appreciation lunch at the Transit Office.

Economic Development:

This week the Executive Director developed and delivered a presentation on the Site Location Process and Rutherford County Assets to the Leadership Rutherford class; attended the NCEDA Fall Conference in Greensboro on Tuesday and Wednesday; followed up with NC Department of Commerce on active projects; revised Strategic Plan RPF and prepared it for distribution and developed and submitted a presentation to the NC Rural Center to be delivered on Monday, October 15th to the Rutherfordton STEP membership. The Project Administrator compiled a list of Existing Industry Leaders, Elected Officials, Municipal and Community Leaders, and Economic Development Allies and sent an invitation to the October 30, 2012 event introduce the new Business Retention and Expansion program being provided by Economic Development; continued work in preparation for the new BR&E program; assembled and provided statistical analysis on Job Creation/Investment & Job Layoffs and Closures for 1998-2012; provided a response to a NC Department of Commerce request for information; prepared minutes from the September Advisory Board Meeting; assisted Executive Director with a visit to an existing industry to discuss possibilities of a future local expansion; and prepared article on the BR&E program for the Rutherford County Chamber of Commerce.

Emergency Services/Emergency Management/Fire Marshal:

This week **EMS Personnel** responded to 186 calls. The EMS Public Relations Team attended and provided standby at the October Fest in Rutherfordton. The Director attended an Emergency Management Resource Team meeting and continues to develop vehicle specifications for new ambulances. Several staff attended the State EMS conference representing Rutherford County. **Emergency Management/Fire Marshal** conducted fire investigation training, conducted planning for an emergency exercise, and continued to work on training ground.

Finance:

The Finance staff continues to work on the Fiscal Year End closeout reports. The County auditors are here and are being assisted by the Finance Director and Assistant Director. The Director attended the weekly project update meeting with Danny Searcy and Carl Classen. The Assistant Director continues to work on the Vehicle Fleet and the re-bid for the roll off-truck for Solid Waste.

Human Resources:

Welcome new employees Denise Rogers (DSS), Lindsay Rhinehart (DSS), Vicki Fenner (DSS), Justin Scoggins (DSS), Shelby Gaillard (DSS), Brannon Curtis (p/t Detention), Adrienne Wallace (TDA), Kelly McDaniel (p/t 911), and Jennifer Whiteley (Tax). The HR Office held meetings to discuss personnel issues and retirements. The HR Director, along with James Kilgo conducted interviews for the Convenience Center positions. The Flu Shot Clinic was held on October 8th. Open Enrollment is this week and enrollers have been busy seeing employees. The HR Director has taken time off to spend with new granddaughter.

Information Technology:

The IT Department is still working with the Planning Department on the camera installation and security at the Betchler Mint Site. IT staff continues to assist the Board of Elections as they prepare for the upcoming Elections. Staff members attended the Keystone Software updates in Asheville last week and are working with Keystone on clearing up outstanding issues. Progress continues to be made with DSS on NCFASST and getting employees ready to start uploading information. IT staff continues to service all County computer equipment and provide assistance to employees.

Library:

210 people attended the 2 ½ day book sale at the County Library. Two volunteers collected the money and bagged the books. All three county libraries have copies of the "Gold Fever and The Bechtler Mint" documentary and these DVDs will soon be available for check-out. You may also purchase a copy from the Rutherford County Historical Society for \$10.00. Their web address is: <http://www.rchsociety.com>. The three county libraries have begun the long process of re-labeling all the Accelerated Reading books with grade-level stickers to make it easier for patrons to identify reading levels. Each grade level will be a different color label marked Pre-1, 1st, 2nd, 3rd, 4th, and 5th. Every AR book also has the exact grade level and point value written inside the front cover, and quiz numbers are being added as well. This task will take the majority of the year since there are almost 12,000 AR titles at the main library alone.

Planning/Parks and Recreation:

The garage had 9 preventative maintenance service calls, 9 repairs, 2 tire service calls and 3 state inspections/other repairs, while Maintenance completed 33 service calls and County groundskeeping. Good progress has been made on the Frank West restrooms. The Planner has completed a Greyrock site inspection along with a bid opening for project 5, which will be presented during the November Commissioners meeting. Final preparations are being made for the grand opening of the Bechtler Mint Site and house scheduled for October 26. The planner participated in the weekly meeting with Carl and Paula for project(s) updates and budget impacts, along with an initial session on recreation/soccer possibilities with the towns. Lastly, Jerry also met with NC Wildlife and NCDOT regarding adding river access comparable to the new on Grey's Rd. On a personal note from our Department, congratulations to Luke Rich on the birth of his second child,- a baby boy named Wyatt. Both Mom and Wyatt are doing great!

Register of Deeds:

The Register of Deeds office had an active week with 397 transactions collecting \$16,159.00.

Social Services:

DSS has been very active over the past two weeks. Income Maintenance staff continue to prepare for the rollout of the first phase of Families Assessing Services through Technology (NC FAST). On Monday, Rutherford County began two weeks of hosting 2 1/2 day training sessions conducted by the state. In addition to Rutherford County, other counties that sent Food and Nutrition Services (FNS) staff included Polk, Cleveland, Henderson, and Columbus. Staff that complete the training this week will begin taking FNS applications in NC FAST on Monday. Income Maintenance staff from Burke County recently visited the agency to learn more about our successful implementation of Task Management to complete the eligibility process. Ann Woodbridge, FNS Supervisor and Sharon Messer, Medicaid Supervisor, visited the Rutherford Correctional Center to present information on FNS and Medicaid Services. Prison officials want inmates to be knowledgeable of resources available to them upon release. On Tuesday of this week Fiscal Officer, Pam Price, and Adult Services staff Felecia Hodges, Hope Bailey, and Ann Padgett, attended a training session regarding Medicaid at Risk

Services and billing. Fiscal and Children Services staff, along with the Director, attended a conference call on Thursday about new IV-E Funding policies. The Director attended a conference call on Friday regarding upcoming changes in Adult Care Home Case Management. On October 1 the Director and Program Manager, Lorie Horne, met with United Way Director, Faye Hassell, to discuss strategies for increasing awareness and contributions during the upcoming United Way Campaign. The Director attended the Community Health Council meeting on October 1 and the Smart Start Board Meeting October 2. Interviews have been conducted over the past two weeks for several vacant positions including Data Entry Operator, Social Worker IA/T, and Income Maintenance Tech. Joe Hunt was recently named Employee of the Quarter for the fourth quarter of 2012. Joe does an outstanding job keeping our building clean and organized. His hard work, positive attitude, smile, and sense of humor make him well respected and liked by his fellow employees.

Soil and Water:

The Rutherford Soil and Water Conservation District sponsored a Conservation Field Day for 5th Grade students on Tuesday, October 9th at R-S Central High School. We hosted 9 schools and close to 600 students. The students rotated around 8 stations learning about wildlife, agriculture education and farm life, recycling, reducing energy, forestry products, soils, and vermi-composting. Station presenters were from Chimney Rock State Park, Forestry Products, SWEEP, R-S Central FFA, Duke Energy, USDA APHIS Wildlife Services, Soils, and Cooperative Extension. The Water Quality Specialist took new applications, gave technical advice to landowners/farmers and inspected ongoing projects. The specialist continues to enter contracts into the IBEAM system for the NC Department of Agriculture. The Specialist also assisted with the Conservation Field Day activities.

Solid Waste:

The Solid Waste Department served 337 customers, hauled 55 loads from convenience centers, and shipped 33 loads to Lenoir. The Director attended the regular transfer station conference call with Carl Classen and David Garrett. The Director also attended the dedication of the new ramp at the courthouse. A grant application has been submitted to the State requesting \$100,000.00 to help with the cost of the recycling center at the landfill. Staff should hear of the results around November 1st. Work continues on obtaining a Notice to Proceed date for the transfer station. Duke Energy continues to work on the power for the gas to green project. Steve Nanney has completed training through the Sheriff's Department. Community service workers have been cleaning the streets leading to the landfill. The landfill reported no accidents this week. Vehicles will need to be inspected this month. Larry Bailey from the County Garage and the Solid Waste Director will work together to ensure all vehicles are inspected. Interviews were conducted for the part time convenience center employees.

Tax:

The Appraisal Department answered 52 phone calls, assisted 9 citizens with the present use program and 7 citizens who came in to the office. Appraisers worked 138 permits. The appraisers also worked 2 reviews.

GIS/Mapping/Land Records/Addressing assisted 60 taxpayers, answered 115 phone calls, issued 2 pre-permits, and reviewed 1 plat. One project is currently in progress. Land Records printed 53 newly recorded deeds, transferred 39 deeds and 9 estates. 26 new accounts were set up. GIS completed 4 splits, 3 merges, 3 acreage adjustments, created 18 new maps and filled 1 data request. The Addressing Department assigned 1 new address, and updated 44 addresses. There were 113 signs reported missing and currently 111 ordered. 9 signs were installed this week.

Tax Collections-Billing/Listing: Examination of possible software updates began. Rheba Ward attended a software conference in Asheville to gain ideas for enhancement to current programs that can be accomplished at no cost and also received good information for future use. An employee from collections and one from billing attended a HB 1779 update with an opportunity for a first look at the new software. Welcome Jennifer Whiteley. Jennifer is the new business personal property lister/auditor.

Tourism:

The TDA has scheduled a Bechtler Press unveiling on October 26th and hopefully a ribbon cutting at the Bechtler Mint Historic Park; more details to come. Also, if you have not registered for the TDA Alliance Conference scheduled for Tuesday, November 8th at 8:30 a.m. at The Foundation at ICC, please go to www.TDAAlliance.com The TDA is proud to announce that the Mobile Visitor Center is now complete and will be traveling throughout the county soon. The unveiling of this new mobile unit will take place at the Alliance Conference. Also, join us in welcoming Adrienne Wallace who will begin Monday, October 15th as the Assistant Director of Visitor Information. On today's date, the TDA Board held a combined September/October board meeting, for a detail report of TDA activities you can view the Board Pack at <http://rutherfordcountync.gov/dept/tda/Main.php>.

Transit:

This week Transit drove 9,052 miles, transported 995 passengers and collected \$13,020.42 in revenue. There were no safety violations. This week is Driver Appreciation Week and Transit has had special events and recognition all week for the 21 drivers who work hard every day for the citizens of Rutherford County. Check out our [facebook page](#) for more information about Driver Appreciation Week. The final stage of the vehicle camera installation was completed and the Director now has total visibility of all activity on all vehicles. The Director also continues work on branding efforts for all county departments to create a cohesive look for Rutherford County. Transit is exploring new opportunities to expand service to cancer patients through new grant funding resources.

Veterans Office:

The staff made 149 contacts this week. Staff also had 96 telephone interviews, with 37 mailouts for veterans to complete documents and requests for service. The Service Officer attended three Veteran Affairs meetings and continues to help veterans with food from the food pantry.

Special Recognition Highlights

Congratulations to employee Luke Rich (Maintenance) and wife on the birth of a baby boy Wyatt Rich on Tuesday, October 9th.





State EMS Conference

289 N. Main Street, Rutherfordton, NC 28139 ♦ 828-287-6045 ♦ 828-287-6262 (FAX)
www.rutherfordcountync.gov



DSS Employee of the Quarter—Joe Hunt—Congratulations!!



Martha Schatz, County Library—Great Job!!



Conservation Field Day

DRESS DOWN

October-December is dress down for Juvenile Diabetes. Annie Owens, daughter of Rhonda Owens, is also completing her Senior Project on this subject as she was diagnosed with this at the age of 5. If you wish to dress down on Fridays, help a worthy cause, and help Annie with this project, please see HR and complete the proper paperwork.

THE WEEK OF CARING ~ OCT. 20-27

For 11 years, United Way of Rutherford County and Rutherford Housing Partnership have joined forces to promote a week of helping those in need in Rutherford County as part of the national initiative Make a Difference Day.



It is an effort to meet both the urgent housing repair needs of qualified low-income homeowners and the more simple needs of yard work and light housekeeping for senior adults and nonprofit service agencies using volunteers who want to help neighbors in need.

IF YOU WOULD LIKE TO VOLUNTEER DURING THE WEEK OF CARING, CALL LINDA OR NELL AT 828-248-3431 or email resdev2@bellsouth.net

AND

Do you know a senior adult who could use some help?

APPLICATIONS FOR ASSISTANCE ARE AVAILABLE IN THE HABITAT RESTORE, 686 W. Main St., Forest City. RETURN APPLICATIONS TO THE RHP OFFICE inside the ReStore BY OCTOBER 3