

# 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*

October 18, 2013

To: County Commissioners

From: Carl Classen, County Manager

## **Weekly Report Items** **Weeks Ending October 18, 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.

### **Airport:**

The Airport sold 718.1 gallons of 100LL fuel and 58 gallons of Jet A fuel. Monday night a public input session was held at the Terminal Building to gather suggestions on capital improvements with 15 people in attendance. On Tuesday, the regular Airport Authority Board Meeting was held.

### **Board of Elections:**

Training for the poll workers was conducted on October 15<sup>th</sup> and the Board met the same day to approve absentee requests. Early One-stop Voting begins on the 17<sup>th</sup> at the Board of Elections office and will run through November 3<sup>rd</sup>. Eight municipalities are holding elections this year. Sample ballots are available on our website.

### **Building Inspections:**

In the last two weeks, Building Inspections has issued 74 permits totaling \$19,040 in fees. Inspectors have conducted 239 inspections as well. Several notable inspections were the Certificate of Occupancy that was granted for the HorseHead Administration Building, as well as, the Certificate of Occupancy for the Revenue Department renovations.

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

Chairman Owens attended a Site Readiness meeting with Duke Energy on Monday morning. He attended the North Carolina Association of County Commissioners Environmental Steering Committee on Wednesday. The Board serving as the Airport Authority attended the Airport Authority's regular meeting on Tuesday evening. Vice Chairman Eckler will attend a Materials Recycling Facility meeting at the Economic Development Commission office on Thursday and a Senior Center Advisory Board meeting later in the day. Commissioners will attend the Bechtler Legacy Community Celebration on Thursday evening at the Bechtler House. The Clerk to the Board will attend a webinar on the Granicus software program on Thursday.

### **Cooperative Extension:**

The **Director** continues to assist clients with technical problems through office visits, phone calls, email, and farm visits. The **Family and Consumer Sciences Agent** met with the Extension & Community Association, worked on program evaluations and data reports and prepared for the professional association district meeting. The **Agricultural Agent** continues networking with Polk County Ag Economic Development Director Dawn Jordan, continues working on the Farmer's Market Relocation Project, attended a Rutherford County Farm Museum Board of Directors meeting, attended a Rutherford CTE Director meeting, attended the Rutherford County Chamber of Commerce meeting, and attended a WNC Ag Options Grant Program. 153 Contacts. **4-H Youth Development Agent** attended a County Council meeting where they discussed upcoming plans for events and trips. 4-H will be going to Raleigh for the State Council Conference in November. The Pinnacle 4-H Club has divided into subject groups, each led by different volunteer leaders. Currently, within 4-H, there is a Garden Club, a Technology Club and a Consumer Science Club.

### **County Manager:**

The County Manager attended numerous meetings this week. Beginning the week, Mr. Classen met with the Revenue Department on the ongoing upgrades in that department; attended a meeting on Jail Renovations with the Sherriff, deputies and the architect; and attended a public input session at the Airport. Continuing, Mr. Classen attended an IPDC budget meeting, attended a meeting with Daniel Morgan Water District board about water service in the southern end of the County attended the monthly Airport Board meeting, met with Kerry Giles and Terry Baynard regarding EMS, and attended a meeting regarding the federal government shutdown with School Superintendent Janet Mason and Finance Officer Paula Roach. Mr. Classen also attended a 23-county governance meeting in Asheville on the consolidated regional mental health agency. Ending the week, Mr. Classen attended meetings with Tax Office staff, had visitors from the Governor's Office, and will attend the Grey Rock property owners meeting and the dedication of the Lake Lure Flowering Bridge.

### **Economic Development:**

This week the Executive Director made a presentation and toured the Daniel Road site with members of the Duke Site Readiness program; attended the weekly manager's meeting to report on department activities; met with municipal officials to discuss incentives; conducted the Economic Development Board meeting; submitted follow-up documentation for two existing grants; and prepared and submitted grant applications on behalf of prospect. The Project Administrator made three existing industry visits and tours; provided follow-up material for existing industry visits and arranged visits for partners; attended the Economic Development Board meeting and gave a presentation on Work, Grow, Thrive!; reached out to partners and allies to research assistance opportunities for electrical and internet needs; conducted the Business Advancement Team monthly meeting to share updates on efforts to help our existing industry. The Economic Development Assistant assisted in hosting members from the Duke Site Readiness program tour; attended and took minutes at the Economic Development Board meeting; prepared orientation documentation for new members of the board; and provided support in assembling grants and incentives documentation for submittal.

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

Staff attended a week long advanced training seminar on fire investigations.

### **Finance:**

The Finance Office is working closely with departments and vendors to update vendor files with E-Verify data as required by new legislation. The Director and Assistant Director continue to attend meetings regarding the Federal Shutdown.

### **Human Resources:**

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Welcome new hire Julie Carver (EMS). The HR Director, along with Faye Huskey, conducted interviews for a part time position, conducted interviews along with Angela Ezell for a Nutrition Site Manager, and attended a meeting with TDA Director Michelle Whitaker.

### **Information Technology:**

The IT Department continues working on data migration for the Revenue Department. Staff will soon be moving back to the Courthouse location and IT will be setting up computers and other equipment.

### **Library:**

284 people came to the County Library's book sale last week. Skip Watts, Regional Representative with CFNC, will present a college financial aid workshop at Rutherford County Public Library on October, 22<sup>nd</sup> at 6 p.m. All Rutherford County students and parents, no matter which high school the student attends, are welcome. There is no cost to attend the workshop or for any of the CFNC services. The session will cover applying to college, filling out the Free Application for Federal Student Aid, avoiding too much debt, finding scholarships and grants, saving for college, choosing a career, and more. Kenneth Odom and April Young are attending the NCLA (North Carolina Library Association) Conference this week in Winston-Salem. The Children's Librarian has spent the week educating the Story Time children about Firefighters and Fire Safety. Next week she has invited Lt. Leon Godlock to join her as they learn about police officers and 9-1-1, as well as preparing for the upcoming "BONE-APALOOZA" program on Saturday, Oct. 26 at 11:00 a.m. at the County Library. This will be a fun time of learning about bones and skeletons, and is the kick-off for the 75<sup>th</sup> Anniversary of the Rutherford County Library.

### **Public Works/Planning:**

The garage had 12 preventative maintenance service calls, 9 repairs, 7 tire service calls and 2 other repairs. Maintenance completed 30 work orders and repairs along with preventative maintenance and groundskeeping. The Revenue Department renovation is complete experiencing only minor punch list corrections. Moving back in is scheduled for the week of Oct. 21, and officially reopen. The Planning board's solar subcommittee completed the draft ordinance for consideration by the commissioners and the public hearing and business meeting for the solar development ordinance is set for Tuesday, October 29 at 6:00 PM in the Commissioners Room.

Greyrock Project 3B is proceeding nicely. Anticipate being completed in about a week and a half. Sisk is working from the end of the existing pavement to the first culvert now. Project 8 has been graded to the first intersection. It is matted and seeded and ready for stone. Project 9 (Cold Mountain Road) is finished. Work has begun on the next cul-de-sac for this project. Project 4 Paving bid has been awarded.

Queens Gap Updates: Project 1 grading should begin in about a week. Project 2 bid opening was moved to October 29. Water system design is nearly complete. Water bids will be opened in early spring of 2014. Bid package is being prepared for Project 3. Project 4 & 5 plans are underway.

### **Register of Deeds:**

The Register of Deeds office had an active week with 373 recordings and collecting \$14,854.00.

**The Revenue Department** answered 453 phone calls, and assisted 225 citizens who came in to the office. 46 deeds were recorded and 37 were transferred. 3 estates were transferred and 21 new accounts were set up. Mapping completed 3 splits, 1 acreage adjustments and created 6 new maps. 5 new E911 addressees were assigned. 3 new road signs were installed. The GIS website had 173,176 hits and 105,965 successful searches. Appraisers completed 80 field reviews and 209 building permits. Electronic payments consisted of 22 by credit/debit, 94 by website, and 11 by phone. 370 citizens came in to pay at the counter. Enforced collection action consisted of 4 Debt Setoff, 50 attachments, and 2 foreclosures. 29 Deeds were certified. Staff worked 146 bank drafts, 3 bankruptcy payments/issues, 6 discoveries, and 43 releases. 684 pieces of mail were received and processed. 5455 motor vehicles renewals were processed. Public Service bills are being prepared for November billing. Moving back starting next week!!!

### **Senior Center:**

The Senior Center continued with activities this week in recognition of Breast Cancer Awareness Month. The seniors participated in "Pink Zumba" on Monday, the "Pink Tea Party" on Wednesday, and "Wear Pink Day" on Friday. Also, Jamie Ingram from The Cancer Resource Center presented a program on breast cancer awareness. The Medicare Part D Annual Election Period takes place from Oct. 15 to Dec. 7, and SHIIP, the Seniors' Health Insurance Information Program, can help Medicare beneficiaries compare plans. The Senior Center has SHIIP counselors that are available to help. Call for an appointment to talk with our trained SHIIP counselors. The main number is 287-6409.

### **Social Services:**

On Monday, the Director and Managers met with Luann Butler to compile information and complete necessary forms needed for implementation of the new phone system. The Director, Manager, and the Fiscal Officer participated in a statewide DSS conference call regarding the impact of the Federal Government Shutdown. Later in the day, the Director met with Supervisors to discuss some personnel matters; and attended another conference call regarding the federal shutdown. On Tuesday, the Director met with the Adult Services Supervisor to discuss case situations; and with the Program Manager and the Intake Supervisor to discuss issues regarding reports screened out for investigation. Also on Tuesday, another statewide conference call was held regarding the federal shutdown. On Wednesday, the DSS Board held its regular monthly meeting in the DSS services conference room. Four Board Members were in attendance. The majority of the meeting was spent discussing the impact of the federal government shutdown on DSS funding sources and the impact that this has on services. The Board also heard updates regarding NC FAST, the impact of the Affordable Care Act, and efforts to improve mental health services to DSS consumers. Amanda McGee shared that there have been several meetings with local providers and with Smokey Mountain Center. Several of the community providers are going to attend weekly case staffing at DSS to help develop services for high risk cases involving substance abuse and mental health issues. Brona Causby was recognized as the DSS employee of the quarter for the fourth quarter 2013. A statewide DSS conference call was held in the afternoon to discuss issues relating to NC FAST and regarding the federal shutdown. On Thursday, Amanda McGee conducted the second of a two session in-house training on Active Listening and Engaging Families. Also on Thursday, with the end of the federal government shutdown, the Director, Fiscal Officer, and IM Administrator attended a statewide conference call for any instructions regarding funding and programs.

### **Soil and Water:**

The Soil & Water staff held the Federation land judging competition on Tuesday, October 15<sup>th</sup> in Rutherford County. Six High School FFA Teams from Rutherford, Henderson, and Polk counties competed in the event. Staff attended the Area I Fall Meeting of the North Carolina Association of Soil & Water Conservation Districts held in Fletcher on October 17, 2013.

### **Solid Waste:**

The Solid Waste Department served 341 customers, hauled 56 loads from convenience centers, and shipped 30 loads to Lenoir. The staff has been busy sowing grass in spots around the landfill. The Director has been busy working with David Odom on grant reimbursement and gas wells and also has been busy with the camera installation this week. Cameras should be finished by the end of the week. Recycling continues to run smoothly and ICC now has a county recycling container at the college. The shop has been busy getting inspections performed on vehicles.

### **Tourism:**

Staff has been working many hours to greet visitors at the Welcome Center and continue operational duties. Staff also continues to fill in until the part-time position can be filled. This past weekend, over 700 visitors were served. Staff is encouraging locals to go by and say hello and thank them for their efforts to promote our county. Staff also met with Teague & Associates regarding upcoming Wayfinding Master Plan and set a timeline for completion of the plan, began planning discussions regarding the Rail-Trail and its signage needs, met with Awen Marketing regarding all projects, including new materials for the Welcome Center and planning for the Alliance Conference, worked with the conference's keynote speaker for an informative, unusual and fun presentation for the Alliance Conference, recorded voices for soon-to-be released tours for places such as the Cherry Bounce Trail, began a dialog of ways for Rutherford County entities to grow more unified and effective marketing efforts. Nearing the end of de-bugging over 500 entries in the TDA's master tourism database -- this will serve all marketing and PR efforts for Rutherford County tourism. Our weekly PR reporting showed not only its many normal media "hits" from our PR efforts, but also showed that this week, new stories about Rutherford County were published in major Canadian media. These stories were the result of a media trip guided and organized by the TDA. Staff also assisted the Tourism Asset Foundation for their October 17<sup>th</sup> kickoff event held at the Bechtler House.

### **Transportation Services:**

**EMS:** This week, EMS Personnel responded to 150 emergency calls and 84 convalescent calls. EMS staff held interviews for a variety of vacant medic positions. Applicants are required to provide situational analysis, skills test, physical agility, and one-on-one interviews. A decision will be made this week on recommended hires. Staff worked diligently to process as many trips as possible to the billing company in order to see funds reflected in the October revenue numbers. **Transit:** Transit drove 10,586 miles, completed 1,066 local trips and 84 out of county trips, transported 277 unduplicated passengers and collected \$18,183 in revenue. There was one safety violation. The Director attended the NCPTA Board meeting in Raleigh, and managed ongoing funding changes as a result of the Federal shutdown. A random drug and alcohol test was completed. The Director continues to work on the NCDOT funding grant for FY 14-15 which is due in November.

### **Veterans Office:**

Staff made 161 contacts, received 89 telephone interviews, and had 34 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. As Christmas fastly approaches, the Veterans Office has the **Toys for Totes Box**. Please help in filling these boxes to give to local children in need at Christmas. Save the date, November 1, 2013, the Veteran's office will host a hot dog luncheon. All proceeds will go to assist Veterans during the holidays. Please come and show your support for our veterans.

## **SPECIAL HIGHLIGHTS**

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