

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*

April 26, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending April 26, 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 continue at the Elections Office until May 4th at 1:00 p.m. The Election will be held on May 7th at the Chimney Rock Fire Department. Staff spent much of this week preparing supplies for the precinct. The Director has been busy auditing the Geocode street files by comparing them to E911.

Building Inspections:

Building Inspections issued 35 permits this week totaling \$4,542 in fees including a permit for Cohesion Phenomics Genetics Testing Lab. Inspectors conducted 118 inspections, as well as, started bi-annual school inspections. The Director and the Fire Inspector participated in a community meeting with local Fire Chiefs and School Resource Officers to discuss the update of school lockdown and emergency response plans. The Fire Inspector met at the County Airport to discuss concerns of some of the board members regarding propane tanks. The Director met with an attorney from Horsehead regarding site questions for ongoing construction.

Clerk to the Board:

County Commissioners and staff had a busy week this week. Vice Chairman Eckler and Commissioner Richard who are members of the 2013 Board of Equalization and Review had their first meeting on Monday. Vice Chairman Eckler is chairman of the Board of E&R. Chairman Owens participated in the Lutz Scholarship interviews and also attended a meeting regarding recreation. Clerk to the Board Hazel Haynes met with Craig Carter of Information Technology Services regarding the county's telephone system. The Board held a special meeting on Tuesday at Cliffside School with representatives of the Department of Environment and Natural Resources regarding the clean-up of a County-owned former landfill site. Chairman Owens attended Business After Hours at West Point Farms. The Chairman and Vice Chairman also attended Rutherford Connect on Friday.

Cooperative Extension:

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 Vice-Chair Eckler, Emmett Curl and Clair Hubbard, attended the weekly Solid Waste Transfer Station update, attended the weekly Public Works Project meeting which includes Queens Gap and Greyrock, and attended a meeting with Matt Blackwell and Paula Roach on incentive obligations. Mr. Classen also met with Judy Toney regarding an Intern Application, met with Judy Toney and Emmett Curl regarding the Tax Office changes, and attended a Recreation Issues meeting. Additionally, Mr. Classen met with Rhonda Owens, Jeff Buchanan and Roger Hollifield, attended a VOIP meeting, met with McDowell County Manager Chuck Abernathy, attended a special meeting at the Cliffside Elementary School regarding the Cliffside Mill Dump, and attended the Broad River Water Authority Board meeting. Mr. Classen attended the NCACC Legislative Conference call, attended a Western Highlands meeting in Asheville, conducted the NCGA bill search for items pertaining to Rutherford County, and attended Business After Hours at West Point Farms. Lastly, the Manager met with Matt Blackwell regarding EDC project updates, attended a MOE grants application meeting, met with James Kilgo on the Solid Waste pre-bid, and met with County Attorney Richard Williams regarding legal issues.

Economic Development:

This week the Executive Director met with and provided training and loan information to a new entrepreneurial project; met with the County Manager and Finance Department to review the incentive obligations for inclusion in the FY 13-14 Budget; met with IPDC to discuss an existing NC Rural Center grant requiring immediate attention; met with and interviewed four potential feed stock suppliers gathering data for a NC Biofuels Center project; worked with staff in planning and preparation for the upcoming IEI Community Forum; coordinated with the NC Department of Commerce to prepare an introductory package to be sent to a industrial prospect in the metal working sector; prepared a response to an RFI for an AdvantageWest led project; hosted AdvantageWest and rail-served industrial prospect for a site review of RiverStone Business Park; met with the County Manager to review Economic Development activities; and worked with staff to finalize and submit a completed package in response to a NC Department of Commerce industrial project. The Project Administrator worked on detailed response packages for previous existing industry visits; scheduled and visited an existing industry; met with allies from Mountain BizWorks; and helped with response to project submittal for NC DOC. The Grant Administrator prepared grant related documentation for submission to the NC Department of Commerce; reviewed utility service capacity with providers for inclusion in a RFI response package; and followed up on grant agreement for Ameridial by submitting fully executed originals to NC Department of Commerce and forwarded copies to partner organizations. The Economic Development Assistant worked closely with the Institute for Emerging Issues in preparation for the upcoming Manufacturing Works Community Forum; distributed invitations for the event; assisted in the collection and packaging of a response package for a prospect; took the county vehicle in for preventative maintenance; and covered required course material for online course.

Emergency Services:

This week **EMS Personnel** responded to 209 calls which include Emergency and Specialized Transport. The Director conducted the weekly conference call with the EMS billing company to discuss processes, attended a website training, conducted meetings with all rescue squads, assisted with an Administrative Assessment Center in the region, held a strategic planning meeting with the administrative team, and conducted a staff meeting to discuss operations. **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 also met with the County Manager and ED Director to review incentive obligations. The Finance Director and Assistant Director are working diligently on the budget with County Manager Carl Classen and attended a TDA board meeting.

Human Resources:

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. No employees have left the service of Rutherford County this week. Welcome Jessica Bradley (p/t DSS). The Director attended a meeting with Emmett Curl, Carl Classen and Clair Hubbard and attended a MOE Grants Committee meeting. The County Blood Drive is May 8th—please call for an appointment.

Information Technology:

Information Technology has been busy with website update training classes. Staff continues to monitor and service all equipment. The Director attended and video monitored the Special meeting at Cliffside Elementary School regarding the old Cliffside Mill Dump.

Library:

The County Library had 273 visitors to the spring book sale last week. Twenty-seven attended the “Wellness program” and forty-nine attended the Saturday morning school-age children’s program “The Ugly Duckling”. The Director attended a CMC meeting on Tuesday, April 23rd and has been busy preparing for the upcoming Board of Trustees’ meeting on Tuesday, April 30th. The theme for this week’s preschool story hour has been “Dogs”. The Children’s Librarian is presenting two programs at the Carver Center on Friday. Twelve attended the Burma program at Mountains Branch Library. On Tuesday April 30th the Friends of the Mountains Branch Library will begin their photo contest for the 2014 calendar. Entry forms may be found on www.mountainsbranchlibrary.org.

Public Works/Planning:

The garage had 15 preventative maintenance service calls, 18 repairs, 4 tire service calls and 2 other repairs. Maintenance completed 21 work orders and repairs along with jumping into the mowing season and groundskeeping season. Staff continues working with Leadership Rutherford and local volunteers on improving the Frank West Park who completed some beautification and picnic table donations this past weekend. The Director met with the Manager and Finance Officer with updates on multiple projects; as well as, the budget, and met with the County attorney to exchange updates. Final postings have been placed notifying the public of the Hearing for renaming Hicks Grove Road. Other tasks include working with the County’s legal counsel, manager, NCDENR and Odom engineering in preparation for construction at the Queens Gap site and continued progress at Greyrock to include a bid opening for Project 9.

Register of Deeds:

The Register of Deeds office had an active week with 500 transactions collecting \$17,745.50.

Senior Center:

The Senior Center hosted several sporting events again this week for the Senior Games. The Senior’s have competed in golf, card games, croquet, bowling, shuffleboard, corn hole, Wii Bowling, archery, basketball shooting, spincasting, and billiards. A rain make-up date will be held next week on Tuesday for discus throw, shot put and Putt Putt. The Center will host the Closing Gala/Athletic Awards next Friday, May 3rd, to celebrate and recognize the seniors who participated for their dedication and commitment to a healthy active lifestyle.

Social Services:

The Director, IM Administrator, and one of the IM Supervisors attended the NC Work Support Strategies Leadership Summit in Raleigh on Monday and Tuesday. The purpose of this meeting was to engage counties in further discussion and planning regarding Work Support Strategies and its impact on the current service delivery on the local level. On Tuesday eighteen staff members, along with staff from McDowell County DSS attended a training presented by the FaithAction International House in Greensboro - *Serving Latinos – Turning Strangers into Neighbors*. The seminar addressed understanding Latino culture and implications for serving Latinos; myth vs. fact around immigration questions and current laws and policies that affect the daily lives and family dynamics of Latino immigrants in NC; effective communication and building trust across cultures; and best practices for outreach to Latinos and other immigrant groups in NC. On Wednesday children’s services social workers participated in a webinar entitled *Hoarding: Risk and Protective Factors*. On Thursday Program Manager, Lorie Horne attended the United Way board meeting; and on Friday, along with the

Director, met with attorney Richard Williams regarding court issues. On Thursday social work staff participated in an in service training on domestic violence with Pisgah Legal Services attorney, Ben Manny.

Soil and Water:

The District staff attended a North Carolina AG Cost Share Program Review and conducted 11 program review spot checks. The Admin/Education Specialist is working on the Annual Plan of Work and a Middle School Watershed lesson. The Water Quality Specialist took 1 application for assistance and gave technical advice to 2 landowners. The Specialist also entered data in the IBEAM state system. The Specialist is conducting end of the year spot checks, annual report and strategy plan for 2014.

Solid Waste:

The Solid Waste Department served 349 customers, hauled 62 loads from convenience centers, and shipped 36 loads to Lenoir. The Solid Waste Director attended the weekly transfer station meeting, and held a mandatory pre-bid meeting on the recycling. Tony Bumgarner attended the safety meeting. Additionally, the Director had two meetings with David Odom regarding the transfer station project and attended a conference call at the Cliffside Elementary School regarding the Cliffside Mill Dump. The Center worked 4 community service workers this week. The staff has begun grass cutting at all the centers.

Tax:

The Appraisal Department/ GIS/Mapping/Land Records/Addressing answered 565 phone calls, assisted 15 citizens with the present use program and 362 citizens who came in to the office. The office received 3 new appeals, and issued 3 pre-permits. **Land Records** printed 68 newly recorded deeds, transferred 82, and set up 34 new accounts. **GIS** completed 0 splits, 0 merges, 0 acreage adjustments, and created 7 new maps. **Addressing** assigned 3 new addresses, and updated 71. **GIS website** had 171,267 hits and 93,331 successful searches. **Sign Maintenance** installed 4 signs, had 19 reports of missing signs, have 0 waiting to be installed, and have a total of 24 missing signs. **The Collections Department** has taken approximately 85 payments using credit/debit cards and 515 paying in person at the counter, 23 payments by phone, and 91 by web. Staff has also continued to issue garnishments and attachments. **The Listing Department** is still valuing personal property and entering exclusions. Staff completed 10 discoveries, 40 releases, and 12 refunds.

Tourism:

Transit:

Transit drove 10,346 miles, transported 1,203 passengers and collected \$18,227 in revenue. There were no safety violations. Residents from the Chase area received transportation to the free food distribution site this week. Next week, Transit will start providing transportation to free produce that is distributed on Tuesdays at 2:00 pm at the Storehouse Pantry. Interested passengers can call 287-6142. Transit will also begin a test pilot program in May and June 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. 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:

Over the last two weeks, the staff made 266 contacts. Staff also had 152 telephone interviews, with 86 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. The new administrative assistant has completed the 4th modular of training with the State and will proceed to take online training through the VA. The Director attended the NCACVSO training.

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**

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

Date: **04/23/2013** Time of Arrival: **8:00 am**

Notice to Proceed:

Previous Rain Days: **0**

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

Construction Report No.: **23**

Contact at Site: **Bernie Dilgert**

Weather Conditions: **clear**

Substantial Completion Date:

Previous Substantial Completion Date:

Current Substantial Completion Date:

Observations & Notes:

- Contractor has poured the push walls
- Building construction to begin next week
- No problem noted on site

Items Requiring Action:



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