

# 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*

February 1, 2013

To: County Commissioners

From: Carl Classen, County Manager

## Weekly Report Items Week Ending February 1, 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:

The Board of Elections processed 30 new voters, 929 duplicates, and 50 changes of information. During the week, the Director attended a Department Head Meeting, met with a committee in Concord to plan the food and beverage menu for the April NCADE Conference and also met with Carmen Butler with the Gardner Webb University Goal Program who will speak at the conference.

### Building Inspections:

The Building Inspections Department has had a lot of commercial plan review this week with Horsehead ready to begin 3 new filter press buildings and a genetics testing facility locating in Spindale. Isothermal Community College is also ready to begin renovating the upstairs of the former Rutherfordton Elementary to house their Rutherford Learning Center Health Sciences. Staff has issued 4 residential permits for new house construction this week, bringing the total to 10 for the month—despite the cold and rainy weather. Inspectors have had several consultations with the Rutherfordton and Spindale town fire inspectors regarding other upcoming projects. Jason Ruff and Shane Dotson have attended building code seminars/continued this week, while Blake Bostic has begun his Level II plumbing code class.

### Clerk to the Board:

Commissioners had another exciting week as they participated in the announcement by Manroy that 53 jobs were being added. Staff attended a department head meeting regarding procedures for managing public record requests. Chairman Owens attended at STEP meeting and along with the County Manager met with the Chairman of the Henderson County Commissioners and the Henderson County Manager.

### Cooperative Extension:

**The County Extension Director** continues to provide technical assistance for clients through email, office visits, and telephone calls. **The Family and Consumer Sciences Agent** conducted a food safety training for the Senior Center and food service volunteers, taught a home organization workshop, conducted the monthly radio program, and taught Steps to Health 3<sup>rd</sup> grade nutrition at Pinnacle Elementary. **The 4-H Youth Development Agent** attended the annual awards program on Saturday. Youth were recognized for their project work in 2012. Nearly \$1,000 was awarded to these youth.

Over 100 parents and youth attended. The 4-H agent has been preparing for the upcoming ASPIRE ACT Prep course which will begin in February. This will be a 10 week course. **The Agricultural Agent** networked with EMGV's on the Spring Garden School, and was involved in program planning for the consumer and commercial horticulture programs for 2013. Made 43 contacts.

#### **County Manager:**

The County Manager attended numerous meetings this week. Mr. Classen began the week attending a Public Records Requests meeting with department heads, met with DOT staff, Danny Searcy and Matt Blackwell regarding 221, met with James Kilgo on the weekly Transfer Station project update, met with Danny Searcy regarding Public Works project updates including Queens Gap and Greyrock, and attended a WHN conference call. Continuing, Mr. Classen continued to meet with department heads on their performance reviews, held a Greyrock conference call, attended the Manroy Industry Announcement at the Foundation, and met with Richard Williams and Michelle Whitaker regarding the Lake Lure Visitor Center Project. Mr. Classen, Danny Searcy, and James Kilgo met to discuss a 221 issue and attended a PARTF grant meeting. Commissioner Owens and Manager Classen met with the Chairman and County Manager in Henderson County, plus received an overview of the Tax Office Review report from the Henderson County Tax Administrator, plus he and Matt Blackwell had an economic development conference call with NC Rural Development. Ending the week, the Manager met with Joe Maimone of Thomas Jefferson, met with Bill Schrum regarding recycling, attended the WHN Board meeting, met with Richard Williams regarding legal issues, and met with Judy Toney and Richard Pettus regarding EMS.

#### **Economic Development:**

This week the Executive Director hosted a returning industrial prospect tour; made final preparations for the Manroy industry announcement; attended a department head meeting with the county manager; attended an NC DOT meeting; met with the Public Works and Planning department head; attended the industry announcement event; and attended a meeting to finalize the scheduling for the NC Help Desk technicians. The Project Administrator provided responses to existing industry visits; made visits to the existing industries; hosted an on-site client visit and provided additional information; followed up on client request for available buildings to meet customer requirements; continued efforts on grant administration for existing industry. The Economic Development Assistant finalized the preparations for an upcoming industry announcement event and attended the Manroy event; began making interview appointments with local officials and industry leaders for the Target Market Study and Strategic Plan consultants; administered the Rutherford County Human Resources Association Annual Wage and Benefit Survey; and continued working with the marketing firm to finalize the Annual Report.

#### **Emergency Services:**

This week **EMS Personnel** responded to 164 calls. The EMS Director conducted interviews for potentially new full time and/or part time personnel. The EMS office prepared for and implemented adverse weather plans with the EMS System. The EMS staff assisted the Transit Department by providing transportation to dialysis patients during the adverse weather. The Director attended a Public Record Requests meeting, and met with key state emergency officials and other adjacent county officials to discuss emergency planning and training topics.. **Emergency Management/Fire Marshal:** The Fire Marshal continued to provide orientation the new Assistant Fire Marshal, attended training classes at Isothermal Community College, and coordinated the programming of County Viper radios.

#### **Finance:**

The Finance Director met with Danny Searcy and Carl Classen for the weekly project updates. The Finance Director also attended an Industry Announcement for Manroy Defense Systems. The Finance Office wishes Chris Roberts the very best as he transfers to a new job.

#### **Human Resources:**

The HR Director held meetings to discuss personnel issues and retirements. Welcome new employees Angela Ezell (Senior Center), Pam Henson (DSS), Lindsay Rhinehart, Carla Beeler (DSS), Amanda Bostic (DSS), Terrie Reid (p/t DSS) and Jeff Melton (p/t DSS). Employees who have left the service of the County are Robert Laney Jr. (Detention), Deborah McCormick (p/t TDA), and Chris Roberts (Finance). The HR Department continues working to compile the

performance evaluation information. The Director attended a Public Records meeting and attended an EDC announcement from Manroy Defense Systems on the creation of 53 additional jobs. The following are ICC interns that will begin working with EDC, Karl Riley, .David Burnham, Brian Smith, Veronica Shaw, Bevin Corbin, Doug Ramsey, Rickey Rollins, Kurt Parker, and Brandon Ledford.

### **Information Technology:**

Information Technology will continue training on the Technology Use Policy the week of February 11th. County officials and employees need to attend one these sessions to make sure they understand and follow the policy. There are still several employees who need to attend. Please contact Rhonda Owens if you have not already reserved a space to attend the IT Policy Training Session. The IT Director attended the announcement from Manroy Safety Defense to add additional jobs and attended a department head meeting on the procedures on how to handle public record requests. IT staff continue to provide support to all County Departments.

### **Library:**

There was a CMC Library Consortium meeting this week. Up for discussion was the possibility of having an Amnesty Week along with sharing the cost of a new virtual server. 1040, 1040-A, and 1040-EZ tax forms are now available in the lobby at the Rutherford County Library. Instruction booklets available at this time are only for the 1040-EZ. There are some 1099-MISC forms available. The Children's Librarian has recently finished compiling a series book, listing the 732 juvenile and young adult series owned by the Rutherford County Library with the titles and the order in which they were written, including several cross-referenced indexes. The theme for this week's children's pre-school story hour is "Colors in Art." Miss Jeannie will be presenting two programs at the Ellenboro Elementary school on Friday.

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

The garage had 12 preventative maintenance service calls, 7 repairs, 6 tire service calls and 21 other repairs along with reporting 1 minor accident with an ambulance receiving damage to the mirror from a sideswipe. Maintenance completed 24 service calls along with dressing up the ground, mulch beds and additional winter preventative maintenance. Maintenance completed the corrective measures mandated by the State for controlled access inside the DA's office. The Director continues working with the County's legal counsel, manager, NCDENR and Odom engineering in preparation for construction at the Queens Gap site, as there are still many variables to overcome. Steady progress continues at Greyrock this winter, The Director and garage staff are working with finance on the purchase of new vehicles in support of the vehicle replacement plan. Lastly, staff participated in multiple meetings with other contractors, Department Heads and the Manager on projects underway and/or pending issues.

### **Register of Deeds:**

The Register of Deeds office had an active week with 384 transactions collecting \$12,522.75.

### **Senior Center:**

The Senior Center is experiencing an increase in Congregate Meals. On January 30, 162 meals were served at the Center with 19 meals going to the Shingle Hollow Meal Site, 22 meals going to Ellenboro, and 16 going to Henrietta. Home Delivered Meals are holding between 90-92. Also, 20 meals are being prepared for the Adult Day Care. On January 29, Cynthia Harmon, from the NC Deaf and Hard of Hearing was here for seniors. A program "Let's Get Organized" was given by Tracy Davis.

### **Social Services:**

This is the second week of "over the shoulder support" from two state NC FAST staff members. This week they are spending the majority of their time training the new conversion team, which consist of five workers. Before a case can be recertified for Food and Nutrition benefits, it must be converted from the old state system to NC FAST. This is very time consuming. The additional staff to complete this will reduce the likelihood of delayed benefits for consumers. Our local staff continues to hold brief meetings several times per week to address problems with the system and develop internal procedures. The state NC FAST liaison was at the office on Thursday to talk with management about issues and concerns and help staff and supervisors troubleshoot problems. The Director attended a county department head meeting on Monday. On Wednesday, the Director, Program Manager and Children's Services supervisors participated in a webinar

entitled *Casework Teaming to Reduce Workload, Enhance Effectiveness and Boost Morale*, presented by the National Child Welfare Workforce Institute. The management team held its regular bi-monthly meeting on Thursday. Beverly Wellborn, Processing Assistant, will be assuming new duties in the Veteran's Office on Monday. We wish her luck as she continues to serve Rutherford County.

### **Soil and Water:**

The Admin/Education specialist continued working on the District Awards Banquet and program. The Specialist also attended the Watershed Commission meeting held on Thursday morning and completed the Monthly Safety Inspection checklist. The Water Quality Specialist took applications for assistance, gave technical advice to landowners/farmer and inspected ongoing projects. The Water Quality Specialist/landowner/contractor is in the process of closing a dairy waste lagoon and has also started a micro-irrigation project.

### **Solid Waste:**

The Solid Waste Department served 286 customers, hauled 59 loads from convenience centers and shipped 29 loads to Lenoir. The transfer station project continues to move forward. The Director attended the weekly project update meeting with Carl Classen, Tony Bumgarner, Paula Roach and David Odom. The Director has begun to work with Planner Danny Searcy on the 221 road project that will affect the Laurel Hill entrance to the landfill. The Director also attended a conference call with Paula Roach, Carl Classen, Stan Stuery, Jason Hoyle and Bob Leker regarding the Methane Gas Project this week. The new roll off truck is here and is already on the road. Jacob Searcy continues to work on the recycling study. The Solid Waste/Litter Control Officer continues to work on two open cases of littering. Lastly, the Director attended the department head meeting on public record requests.

### **Tax:**

**The Appraisal Department** answered 86 phone calls, assisted 32 citizens with the present use program and 15 citizens who came in to the office. Staff mailed 59 informal appeal forms and completed 3 sales data requests. Appraisers worked 103 permits and 17 reviews and 27 splits and merges. **GIS/Mapping/Land Records/Addressing** assisted 54 taxpayers, answered 145 phone calls, and issued 1 pre-permit. Land Records printed 35 newly recorded deeds, transferred 98 deeds and 1 estate. 35 new accounts were set up. GIS completed 8 splits, 2 merges, and created 6 new maps. The **Addressing Department** assigned 5 new addresses, and updated 40 addresses. **Sign Maintenance** installed 12 signs, had 2 new reports of missing signs, have 56 signs waiting to be installed, and have a total of 82 missing signs. **Tax Collections** had 1 tax foreclosure sale last week and sold that property. Staff has three executions to issue this week for Sheriff Sales. Staff is also working on collecting employee information to update our system for employee garnishments to be issued, as well as, working with our IT Department to get the new tax website ready to roll out next week. It will allow the public to see tax billings within a 24 hour period. They will be able to see what bills are currently due, be able to print their own receipts for tax purposes, pay by credit or debit card without having to leave our website and again this information will be updated nightly. The Tax Office plans to send letters next week to remind all that owe 2012 real property taxes that we will be advertising in the newspaper in March and to avoid this advertisement their bills will need to be paid in full by the end of February.

### **Tourism:**

TDA's Tourism Information Specialist Deborah McCormick resigned to accept a full time position in Cleveland County. Preliminary 2013-14 budget planning is now underway. Marketing focused this week's efforts on website management and February Ad design and placements. Press releases were drafted for fishing travel in Rutherford County, along with the continued distribution of "Unique Festivals" press releases. Staff did planning with a film director for an upcoming feature film project slated to feature our area. Work on the Welcome Center project and other VIN sites continue. Research on a report on the economic impact of heritage tourism was performed, and the TDA explored with county stakeholders new ways we should and can help grow heritage tourism. A Tourism and Hospitality internship has been developed and submitted to NCSU's Parks, Recreation and Tourism Management Program. A meeting was held with our wayfinding consultant for an update on NCDOT sign requests, as well as, to plan for the next 18 months of work. For our VIN sites, volunteer relationships are being developed with Isothermal Community College, as well as, other area entities. Efforts on a comprehensive database of trails, recreation, heritage and cultural assets are moving quickly. This database

will feed interactive websites, maps and mobile apps and include photos, video and other interactive features. Currently, TDA staff are developing a full list of assets, assigning digital addresses to each and identifying existing photos, video and audio. Preliminary work has also taken place regarding an economic impact analysis of these assets.

**Transit:**

Transit drove 9,034 miles, transported 932 passengers and collected \$13,640 in revenue. On Friday, Transit shut down operations by 11:30 am due to weather conditions. Transportation on that day was geared towards dialysis and critical care patients only. Thank you to EMS who worked cooperatively with us to get four dialysis passengers home in the afternoon after Transit had shut down. This worked really well and showed county teamwork to DaVita Dialysis. Transit also began the new route to the free food distribution site behind Roses. Transit has transported 15 people so far, and next week's route for Forest City residents is already full, plus twelve individuals on the wait list. Staff is working with the Forest City Housing Authority who is looking to add their own van to provide this service for their residents. Transit was also in the news this week on WLOS concerning possible state Medicaid transportation changes and the impact to local residents. [Click here](#) for the link to the WLOS video.

**Veterans Office:**

The staff made 128 contacts this week. Staff also had 98 telephone interviews, with 44 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**

**Manroy announces more jobs**





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**MEMORANDUM**

**Date:** January 30, 2013  
**To:** Danny Searcy  
**From:** David Odom  
**Re:** Weekly Update on Grey Rock Activities

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1. We have received the erosion control permit and trout buffer variances for Project 3B – finally. That allows us to start though we don't want to begin until March due to weather and this location. We will be working on Projects 5&6 until then.
2. Project 7 approvals have been received and we anticipate beginning that work in a few weeks.
3. Grading is underway on Project 5 and is more than. Gravel is being installed as the road is built to prevent damage. The stabilization project has been installed and is working well.
4. Project 6 has been approved by DENR and clearing is beginning. We have received permits on the logging road to allow the trees to be removed without having the trucks cross Project 5.
5. The Project 8 bid date has been set for February 19<sup>th</sup>. We anticipate beginning this project in early April.

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**Thank you to everyone who helped with the RELAY Soup lunch on Monday. This was a great kickoff event and \$364.00 was raised.**