



**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9.A**

Meeting date: October 9, 2012

*Agenda item:*

**Introduction of Manager Assistant/Events Coordinator Amy Werner**

*Attachment(s):* no

*Requested by:* Scott Whitaker

*Department (if applicable):* Administration

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*Staff comments/recommendations:*

Amy Werner was hired effective 10/1 and will assist with administrative, event planning, and volunteer coordination tasks. She will be working primarily M-W-F with some exceptions due to evening meetings, weekend events, etc.

Amy has a journalism background and also experience in event planning and government as a Press Secretary for a congressional campaign. Before moving to Browns Summit last year, she was the Assistant Director of Alumni and Development for Northwestern State University in Louisiana and managed the department's communications, including the website, e-newsletters, editing the quarterly alumni magazine, and preparing donor proposals. She worked with alumni volunteers for the university's capital campaign and also spent nearly 10 years working as a news producer in television stations in Ohio and Arkansas.

Amy is a native of Cincinnati, OH, is the mother of three boys, and is married to Mike Cundall, PhD, director of the Honors Program at NC A&T University. Her town email is [awerner@summerfieldgov.com](mailto:awerner@summerfieldgov.com).

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*Notes:*

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*Town Council action/comments:*

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**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9.B**

Meeting date: October 9, 2012

*Agenda item:*

**New-employee benefits policy**

*Attachment(s):* yes

*Requested by:* Scott Whitaker

*Department (if applicable):* Administration

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*Staff comments/recommendations:*

Council has discussed this issue and the desire for a more equitable approach to benefits for employees hired in the future. The following draft policy/attachment reflects the changes from the 8/23 special called meeting discussion. The Manager's recommendation is for adoption effective 10/1/12 for all newly-hired employees.

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*Notes:*

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*Town Council action/comments:*

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**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9.C**

Meeting date: October 9, 2012

*Agenda item:*

**Appointment of NCLM voting delegate for October conference**

*Attachment(s):* yes

*Requested by:* Scott Whitaker

*Department (if applicable):* Administration

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*Staff comments/recommendations:*

The Mayor had registered as the delegate for the NCLM Annual Conference held 10/21-23 in Charlotte, but he is unable to attend. One aspect of the training and conference involves a statewide business meeting. The Mayor suggested that the Manager attend in his place and vote for relevant matters for Summerfield. The recommendation is to appoint the Manager as the one voting delegate by motion with the intention for the Town Clerk to forward the attached memo to the NCLM.

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*Notes:*

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*Town Council action/comments:*

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**Town of Summerfield  
Agenda Item Cover Sheet**

Meeting date: October 9, 2012

**Agenda item: 10.A**

*Agenda item:*

**Red Ribbon Week proclamation**

*Attachment(s):* yes

*Requested by:* Mark Brown

*Department (if applicable):*

*Staff comments/recommendations:*

Red Ribbon Week is an effort to raise awareness about the dangers of alcohol, tobacco, and drugs with a focus on prevention and proactively addressing those problems. The idea is to bring different groups of stakeholders together to in a positive, effective campaign to prevent illegal drug use.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 12**

Meeting date: October 9, 2012

*Agenda item:*

**Potential approval of RFP bid for SAP Field House repairs**

*Attachment(s):* yes

*Requested by:* Scott Whitaker

*Department (if applicable):* Administration

*Staff comments/recommendations:*

The Town engaged in an RFP to seek bids for repairs of its SAP Field House Building, and the scope of the work involves foundation underpinning of existing footings; demolition and reconstruction of exterior concrete stairs; patching of masonry and mortar joints; correction of misaligned doors and frames; installation of underground drainage; and miscellaneous site work, landscaping, painting, and concrete work. Engineered Concepts was contracted to assist with the process. Proposals are due at 4:00PM, Monday, 10/8, at which time bids will be publicly opened for the furnishing of labor, material, and equipment. The Town can reject any or all proposals, but bidders will be eager to know if and when a selection is made.

Council may or may not be prepared to make a decision to accept the lowest responsible bidder the following evening as other discussions may affect how it wants to proceed. Because the bidding process is an open one, the item needs to remain on the agenda in open session. It can certainly be tabled if needed.

*Notes:*

*Town Council action/comments:*