



**NAME:** Olivia Stewman

**POSITION:** Town Clerk

**REPORT DATE:** November 2, 2021

**PREPARED FOR:** Town Manager

### ACCOMPLISHMENTS

- Prepared agendas for, attended, and recorded minutes for Town Council.
- Clerked one regular Town Council Meeting and one special Town Council meeting
- Aided the ABC Board, Town Human Resources Specialist, and Town Communications Specialist with preparing documents for the purpose of seeking a new ABC Store Manager
- Clerked one Zoning and Planning Board Meeting
- Finalized all of the October minutes to be approved in November
- Participated in multiple group discussion regarding various subject matter
- Drafted and/or proofed a multitude of resolutions, ordinances, and notices
- Coordinated with various staff members and liaisons to improve or complete miscellaneous tasks.
- Began preparing for board appointments by reaching out to current members with expiring terms and past applicants not currently serving on a board, and I have created draft ballots for all boards
- Attended a 'Hot Topics in Local Government' course
- Consistently communicated with citizens to grant public requests and answer inquiries
- Worked with town staff and NCLM representatives to advertise for submissions of Requests for Qualifications (RFQ) for a design-build team related to the replacement of the subaqueous sanitary sewer system

- Networked with local government professionals with the Town of Mills River and I am set to meet with additional local clerks in the near future

## **FOLLOW UP**

- Compiled a folder containing all of received intents to submit the RFQ (discussed above) – upon the due date, I will share all submissions with the Town Manager
- Spoke with Marcus Abernethy with the NCLM – I will be setting up a date for Mr. Abernethy to visit Lake Lure and hold discussions, including a discussion regarding a 2030 vision survey assessment.

## **OTHER**

- Following Shannon Baldwin's departure on November 17<sup>th</sup>, I will be appointed as acting town manager. I will be preparing for this role in the following weeks.