

## Administration Report: November 2017

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Continued to meet with representatives of BLN, the Mayor and Town staff to discuss updates to several infrastructure projects in the pipeline for the Town.
- Continued to meet with representatives of Barnes & Thornburg, the Mayor and Town staff to discuss updates to several legal projects currently active for the Town.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Attended the Town Hall Open House and dedication.
- Wastewater Utility budget for 2018 adopted.
- Met with Mayor Haak and representatives of the Woodlands at Irishman's Run neighborhood to discuss street repair priorities.
- Met with Mayor Haak, Planning & Economic Development Director DeLong and representatives of the Wolf Run Golf Course to continue discussing development of the Golf Course.
- Met with Mayor Haak and representatives of Sondhi Solutions to discuss IT staffing possibilities.
- Met with Mayor Haak and representatives of Aspire Indiana.
- Attended Park Master Plan stakeholder input meeting.
- Met with Street & Stormwater Superintendent Lantz, Planning & Economic Development Director DeLong and representatives of Metronet and various utilities to discuss pre-con items relative to construction related to the Metronet hub on old 106<sup>th</sup> Street.
- Teleconference between Mayor Haak, Planning & Economic Development Director DeLong, and representatives of the Indy Executive Airport to discuss the proposed Economic Strategic Plan for the airport area.
- Met with Mayor Haak and representatives of both Crowe Horwath, the School Corporation and the RDC to discuss Creekside Corporate Park.

#### Sue Jones/HR

- Internal: 1 Orientation, 5 Resignation, 6 Verification of Salary / Employ, 18 EE Change of Status, 6 COBRA, 4 New Hire Notification; 1 End COBRA Cov; 1 end employ, 1 FMLA
- Attended conference call with WC carrier and emergency health provider
- Assisted BCHD set up for Flu Clinic for public
- Attended BT Law Seminar
- Continued work with Nationwide to set up meetings and events for rollout of the 457a Plan changes with particular emphasis on employer match
- Worked with various media regarding placement of employment ads.
- Worked with Reliance Standard and re-opened STD claim
- Worked with Auxiant to get Certificate of Benefit information from employees.
- Completed paperwork for employee refunds for Colonial coverage – processed to payroll