

## Administration Report: May 2019

### 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.
- Met with our insurance broker George Lauck and also with representatives of AIM Medical Trust to discuss health insurance options.
- Met with Andrew Wert of Church, Church, Hittle & Antrim to discuss street right-of-way vacation petition.
- Phone conferences with legal and accounting teams to complete Sewer Bond Refinancing/Refunding process.
- Attended Mayor's Night In presentation.
- Met with Mayor Haak and representatives of Heinke Development to discuss Holliday Farms development update.
- Met with Mayor Haak, Finance Director Lacy and representatives of Crowe to discuss 2020 Budget process.
- Met with Mayor Haak, HR Sue Jones, and Amy Lacy and Cindy Poore from Finance and Records to discuss payroll and HR processes and efforts to standardize both.
- Met with Mayor Haak and Gary Angstadt to discuss Sycamore Flats proposal.

#### Sue Jones

- Completed data collection of employee injuries for Public Safety Medical and sent to R Gallagher.
- Worked with Nationwide to sponsor and present *Retirement Readiness* presentation at Lunch and Learn for all employees.
- With Finance and Payroll completed an update for job description, hire and orientation procedures and presented to mayor and deputy mayor
- Worked with the benefit committee, our current insurer, and Aim to determine our insurance coverage going forward