

Administration Report: October, 2013

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with TADI/BDI on additional materials for the Downtown Market Study and Parking Analysis (EDC project).
- Met with Brad Chambers of Buckingham Company to discuss potential development project in Zionsville.
- Met with numerous Town representatives and Paul Kite to discuss next steps in the development of the former Dow property.
- Met with Wastewater Superintendent Mackey, Town Engineer DeBruler and representative of Pulte Homes to discuss sewer needs for potential development in the area of CR 875 East and Whitestown Road.
- Met with representatives of Buckingham Company, Planning and Economic Development Director DeLong to discuss sanitary sewer issues related to the expansion of the Quail Run Apartment Complex.
- Met with Council's Economic Development Committee to discuss codification of the Town's Code of Ordinances and Zoning/Subdivision Control Ordinances.
- Met with Town Representatives and Adam Moody to discuss potential relocation of Moody's Meats.
- Attended Steering Committee Meeting for the Downtown Market Study and Parking Analysis.
- Attended the Village Walk HOA meeting with Street Superintendent Lantz and Councilors Hopper and Ulmer to present proposed roundabout for the intersection of Bloor Land and Ford Road.
- Met with Tom Lingafelter of the 96th and Zionsville TIF (Redevelopment Commission President) to discuss scoping study for improvements to the 96th Street and Zionsville Road intersection.

Drafted for Consideration:

- Re-Appropriation Resolution
- Additional Appropriation Resolution (Food & Beverage Fund – Façade Program Additional Funding)
- Additional Appropriation Resolution (General Fund – Engineering pass through and funding Compliance Inspector position)
- Additional Appropriation Resolution (TIF District Fund – Reimbursement for 106th Street Water/Sewer Project)
- Amendment to 2013 Salary Ordinance – Addition of Compliance Inspector position
- Ordinance to amend Ordinance #2009-15 Establishing the New Town or Zionsville Park and Recreation Board (expansion of terms for School and Library Board appointments).
- 2014 Schedule of Meetings

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Town Council Special Meeting
- Redevelopment Commission Regular Meeting
- Economic Development Commission Regular Meeting

Sue Jones/HR

- Processed: 4 Special Events; 8 Community Room Requests
- Internal: 24 Change of Status; 2 Change of Address; 5 Orientation; 4 FMLA; 2 STD; 2 Worker's Comp; 1 COBRA
- Followed up with ADP representative and Joe Rust regarding the software and costs to connect HR and payroll.
- Met with Mike Mulcahy of Advantage Health Solutions regarding insurance exchange and health changes.
- Phone conference with Westfield HR regarding the HDHP / HAS that the Town of Zionsville incorporated into our insurance coverage last Attended SHRM webinar on the insurance change timeline and essential health benefits changes.
- Met with equipment supplier for cafeteria and office furniture.