

## Administration Report: November 2016

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Met with Director of Finance Lacy regarding Internal Controls.
- Met with representatives of BLN, the Mayor and Town staff to discuss updates to several infrastructure projects in the pipeline for the Town.
- Along with Mayor Haak, met with Angie Steeno of Crowe Horwath to discuss several projects for the Town.
- Met with Wastewater Director Cook to finalize the 2017 budget for the Wastewater Department/Utility (approved at the November 26, 2016 Town Council Meeting).
- Along with Park Superintendent Dickey and Mayor Haak, attended meeting with Representatives of CSO Architects to discuss status and future of the Zion Nature Center project.
- Participated in "Bowling for Special Olympics" benefit at Woodland Bowl – our Town Hall team consisted of Ed Mitro, Amanda Dorman, Doris Preyer, and Angie Eggers.
- Along with Mayor Haak, met with Chief VanGorder to discuss Off Main Street Players options for utilization of the new Town Hall for theatrical productions and to discuss possible updates to the Town's PTO policy.
- Assisted in preparation of the Monthly e-newsletter.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Prepared the following resolutions for Council consideration:
  - Additional Appropriation Resolution for LED Lighting replacement in the Municipal Services Building.
  - Additional Appropriation Resolution for budget year-end rectification.
  - Additional Appropriation Resolution for General Fund portion of Town Hall payment.
  - Re-Appropriation Resolution for year-end budget rectification.
- Attended the following Meetings:
  - Town Council Meeting (2)

#### Sue Jones/HR

Processed: 7 Community Room

Internal Process: 11 Change of Status; 4 Verification of Employ / Salary; 3 Workers Comp; 3 FMLA; 2 STD; 2 COBRA (new hire); 1 Orientation

- Completed Employer Profile for Worker Comp screening at local health facilities.
- Attended 2 meetings (Conference Calls) with ADP and payroll concerning the filing for ACA and completion of paperwork for the 1095-C filing for 2016
- Americans with Disabilities Act (ADA) – met with Town legal; continued work on a PP training module for all employees.
- Attended the Internal Controls training.
- Completed Updates for I-9 filing and forms.