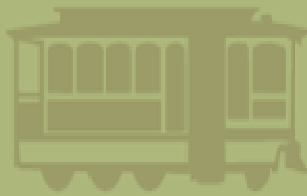





THE TOWN OF
M^cCORDSVILLE



Next Stop  *McCordsville*

2011 Annual Report

Submitted by Tonya Galbraith, Town Manager

Jan. 10, 2012

Accomplishments in 2011 - Administrative

- Started new Planning Department on Jan. 1, 2011.
- Worked with Staff on building permit process for Planning Department.
- Updated website to include all documents and applications related to the Advisory Plan Commission.
- Hired Deb Luzier as our Contract Planner.
- Hired Aaron Kowalski as a full-time employee serving as Special Projects Coordinator.
- Began process of developing our own Building Code.
- Began regular meetings of the Technical Advisory Committee, Plan Commission and Architectural Review Committee.
- Signed contract with Schneider Corporation to develop our GIS system and assigned Aaron Kowalski to coordinate process.

Administrative Cont.

- Worked on HSIP Grant through INDOT for sign replacement. This took nearly a year to complete.
- Participated in the MPO Bikeways Steering Committee.
- Participated in the Mt. Vernon Community School Foundation “think tank”.
- Updated the Employee Handbook.
- Worked with the RDC on updates to the Economic Development Plan.
- Started process of updating the 5-Year Parks Master Plan and reactivated a new Parks Board.
- Coordinated our participation in the Indianapolis Dress for Success program.
- Served as a judge for Transportation Enhancement Projects for the MPO.

Administrative Cont.

- Coordinated second year of the McCordsville Market. RDC member Brian Hurley continued as Market Master.
- Coordinated first ever “Tomato Tasting Contest” at the McCordsville Market.



- RDC member Shelley Haney helps judge the tomato contest.
- Received recognition from the International City-County Management Association (ICMA) for 20 years of service in local government.
- Served on the Indiana Regional Transportation Council, board of the Hancock Economic Development Council, Government Affairs and Policy Committee of the ICMA, legislative chair of the Indiana Municipal Management Association, and member of the Indiana Association of Cities and Towns Legislative, Environmental Policy and Administration Committees.

We built a Town Hall!



- The most exciting thing and the most time consuming thing we did during 2011 was build a new town hall. We meet at least weekly, often much more. The Town Hall Design Team, lead by our Architect Tom Strayer, and consisting of Cathy Gardner, Ron Crider and myself, were involved in nearly every aspect of the new building.
- The last Town Council meeting in the Town Hall “annex” was on June 14th.
- Hired a moving company and coordinated the office move, which occurred on Saturday, June 18.
- Received donated furniture from Kemira thanks to some fine negotiating by Steve Gipson.
- Organized the Ribbon Cutting.

- Bye Bye Annex (and POD)!



New Town Hall cont.

- Coordinated the hiring of an office cleaning service.
- Developed rules for using the Community Room as well as an application process.
- Wrote a nomination for an Indiana Association of Cities and Towns Community Achievement Award and we won in the small community category.



Other Administrative Accomplishments

Staffed by Administrative Assistant **Melissa Davidson**

- Ordered new & improved “wind sail” banners for the McCordsville Market.
- Assisted as needed in set-up of the Market Vendors.
- Assisted in the Tomato Tasting Contest at the McCordsville Market.
- Helped with stormwater survey and rain barrel give-away at the McCordsville Market.
- Took photographs of the new Town Hall for the coasters that were given at the open house.
- Assisted in setting up for the open house and giving tours & took more photos.
- Attended the Frey Conference.
- Took minutes of all board meetings and commission meetings, with the exception of Town Council, in which I prepare the notebooks and help with set-up.
- Helped pack and organize the previous town hall for the move into our new office.
- Assisted with ordering of new furniture and supplies for our new office.
- Update monthly building permits data changes to the Census.
- Attended the Angel Connections food pantry meet-n-greet.
- Assisted in coordinating a food donation drop-off and delivered the food that was donated.
- Assist in coordinating Community Room reservations for residents.
- Assisted in accepting donations for the Dress for Success campaign and dropped off the clothes.
- Attended CPR/First Aid & AED training.
- Assisted with the building permit process until Aaron was able to take over.



Cathy Gardner and Melissa Davidson
oversee bill and violations payments.

Planning Department

Staffed in-house by **Aaron Kowalski**. Contract Planner is **Deb Luzier, GRW Engineering**.

- Worked to produce various planning applications, fee schedules, invoices and flowcharts to organize the permitting process.
- Collaborated with colleagues to develop the permit process from application to approval. Worked to coordinate the builders, permit managers and the Town and to make sure that permit applications are processed and approved quickly and accurately.
- Collaborated with Deb Luzier to develop a Microsoft Access Database to manage all permits granted within the McCordsville jurisdiction and spearheaded the task of initially entering information into the database and continue working to keep it up to date as permits are approved.
- Organized a new Planning Department workroom, files and developed a strategy to keep the department running smoothly as we transitioned from the Old Town Hall to the New Town Hall.
- Collaborated with Mike Cousins and Tonya to develop the building department which we took over from Hancock County effective January, 1 2012
- Collaborated to support the review and approval of plans and permits and approved a number of them with the guidance of my colleagues. 38 Right of Way Permits, 35 Fence Permits, 23 Improvement Location Permits (other than new homes) and 11 Deck Permits in 2011.
- Worked to conduct site inspections, assist with final occupancy inspections and code enforcement.
- Reviewed and approved 9 sign permits and worked closely with my colleagues to ensure that signage is in compliance with the Zoning Ordinance, provided notices when required and conducted inspections.
- Worked to ensure compliance with our Unwholesome Environment Ordinance, provided notices and conducted inspections with the help of the Public Works Department.
- Participated in the McCordsville Board of Zoning Appeals, Advisory Plan Commission, Technical Advisory Committee, Address Committee, Parks Board and Public Works Committee in a staff support capacity.

Planning Dept. cont.

- Worked closely with the Architectural Review Committee and colleagues to evaluate new building plans within the Town. This involves working with developers to coordinate submissions, generate various staff reports and working to answer any questions that may arise from time to time.
- Assisted the Hancock County Planning Department as a member of their 2012 Hancock County Comprehensive Plan Steering Committee to provide input on their Comprehensive Plan update.
- Worked with the Indianapolis Metropolitan Planning Organization as a McCordsville representative to the Regional Bikeways Plan Steering Committee. This body assisted in the creation of the Regional Bikeways Plan.
- Conducted research on bike lanes on 600 W and other roads within the Town and worked with the Town Engineer to develop a standard.
- Continuing to work with the McCordsville Parks Board on the 2012-2016 McCordsville Parks and Recreation Plan update in a staff support and production capacity as well as assist with the Parks Board meetings.
- Attended the 2011 Spring and Fall IN-APA (Indiana Chapter of The American Planning Association) conferences and volunteered to help with registration.
- Worked with staff, the Town Engineer and representatives from the Schneider Corporation to get our in-house Graphical Information System (GIS) and website up and running. Contained within our GIS is our zoning information, addressing, street, future land use, sewer, storm water and parcel data.

Engineer Mark Witsman and Special Projects Coordinator Aaron Kowalski review building plans for an office building.



Planning Dept. cont.

- Attended various seminars and continuing education training sessions increase GIS knowledge, which will assist in the creation and maintenance of our GIS layers. Worked to update our Zoning, Address and Corporate Boundaries layers and plan to continue building new layers to support availability of public information and staff needs.
- Worked with the Hancock County Address Committee and staff to gather information to form the McCordsville Address Committee, draft an updated Address Ordinance, input address data into the GIS, provide information to required agencies, create applications for addressing and workflows for approval. We will be reviewing our first group of new addresses as part of a Secondary Plat Application for the Deer Crossing Development.
- Completed and submitted the Town's first Recreational Trails Grant application to the Indiana Department of Natural Resources. We applied for approximately \$150,000 to complete phase one of the McCordsville Multi-use Path which is planned to run from 1000 N to just north of 800 N. This application included extensive research, design and community outreach to determine priorities and phased routing of the McCordsville Multi-use Path. We were not granted an award in 2011 but, have been encouraged by the I-DNR to re-apply in 2012.
- Submitted both a spring and fall round of applications to the U.S. Environmental Protection Agencies Office of Sustainable Communities Building Blocks Program. We requested technical assistance/funding to bring a team of experts to McCordsville to conduct a Walkability Audit, a Green Streets Workshop and to assist us with a Complete Streets Plan. We were a round 1 finalist for the above subjects, but due to funding constraints none of the awards were granted. We re-applied this fall for the Walkability Audit and hope to be successful in obtaining this assistance.

Public Works Department – Administration

(Ron Crider, Public Works Commissioner)

- **Public Works Administration**
- Worked with the building committee for the construction of the new Town Hall.
- Purchased two new tornado warning sirens at a cost of \$33,116.61.
- Purchased a new plow for the 2011 Ford F-450.
- Hired one part time employee.
- All staff members attended a safety seminar in Noblesville.



Steve Gipson makes sure everything works in the lab.



Ron Crider discusses drainage issues with MS4 Coordinator Carl Marlett

Public Works Department – Wastewater & Stormwater

- **Wastewater**

- Installed a chemical injection system for added phosphorous treatment which included a ferric chloride tank in the Polymer Building.
- Updated the Sanitary Sewer Master Plan.
- Repaired the manual sludge line at the plant.
- 106 million gallons of wastewater treated.
- 2,046,400 gallons of sludge hauled.
- Saved \$243,616.40 on sludge disposal using the Geo-Tube system.
- Hired one full time employee.

- **Stormwater**

- MS4 Coordinator Carl Marlett inspected all creeks checking for illicit discharge.
- Completed Phase I of the Cindy Drive Storm Sewer Improvements at a cost of \$75,000.
- Began engineering for Phase II of Cindy Drive Storm Sewer.
- Began engineering for McCord Street Stormwater Improvements.
- Repaired an erosion issue on Telluride Station in Highland Springs.
- Cleaned concrete swale in Gateway Crossing.
- Installed a silt fence in Gateway Crossing to trap field debris.
- Installed a 4" drainage pipe into a catch basin @ 600 W.
- Street sweeper logged 20 hours and removed 30 cubic yards of debris.

Public Works Department – Streets & Transportation

- Purchased new reflective street signs at a cost of \$61,151.60.
- Cleared brush from the R/W of CR's 600 W, 750 N, 800 N, and 900 N.
- Removed 108 signs in the Town's Right of Way
- Restripe County Road 800 N.
- Contracted for a 5 year maintenance plan with Beam, Longest, and Neff to be completed in the spring of 2012.
- Purchased 200 tons of salt.
- Mill and repave Cardinal Drive at a cost of \$81,874 and used the millings in the alley between McCord and Center St.

We're ready to go, but hoping for no snow.



Development

The Public Works and Planning Departments made the following actions:

- 51 Final Occupancy Releases approved
- 84 building permits reviewed.
- 57 sewer lateral inspections approved.
- 1,677 sewer utility locates.

Development activities:

- Potter Eye Care opens in the McCordsville Corner Shoppes;
- Dental Oasis opens in the McCordsville Corner Shoppes;
- Kinsey's Italian Restaurant opens in former Wagon Wheel Restaurant location;
- DeTails Pet Grooming and Salsbery Garden Center opens;
- Four new plats signed – Villages at Brookside section 2 and 3A; Emerald Springs Sec. 5 and Geist Woods Estates Section 2.



Mike Cousins helps conduct building inspections.



Utilities Department

(Ann Welling, Utility Billing Superintendent; Kathryn Joyner, Utility Billing Clerk)

- Participated in relocation of the office;
- Participated in upgrade to new server;
- Attended the 2011 Frey Conference;
- Updated internal documents and office standards and procedures;
- Negotiated a lower processing fee for customers using Official Payments to process payments;
- Assisted in the launch of E-check processing through Official Payments;
- Coordinated the updating of payment website;
- Collaborated with Cathy Gardner on the addition of the Interactive Voice Response payment option for customers;
- Receipted 721 internet payments; 1,500 ACH payments;
- Produced 16,068 postcard bills and 1,958 electronic bills;
- Exceeded 2,200 delinquent notices mailed;
- Completed 176 work orders for disconnection of service;
- 82 liens placed, 69 liens released and filed with Recorder Office;
- 44 new sewer and stormwater accounts added in 2011.

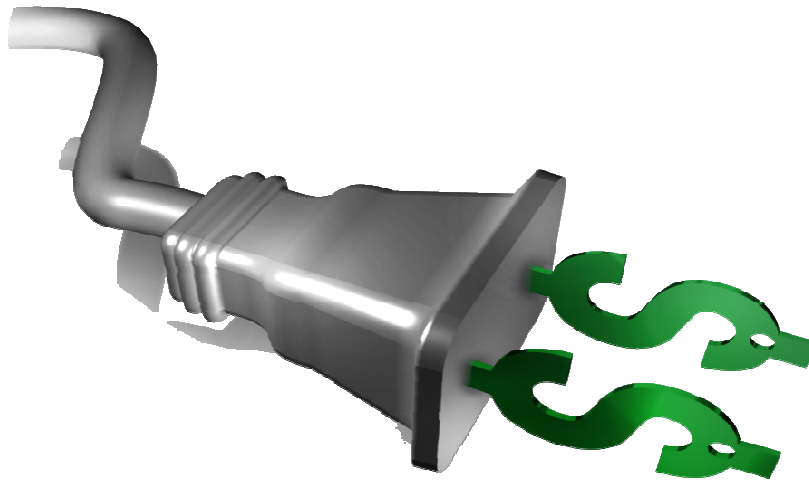


Ann Welling and Kathryn Joyner work to keep accounts and payment up-to-date.



Assessed Valuation & Property Tax Rate for the past 3 years

- 2009 = \$205,740,781 .5205
- 2010 = \$201,742,445 .5492
- 2011 = \$203,867,334 .5467



2011 Building Permits

(Compared to 2010)

Bay Creek East

Total in 2010 = 3

Total in 2011 = 10

Deer Crossing

Total in 2010 = 17

Total in 2011 = 15

Emerald Springs

Total in 2010 = 12

Total in 2011 = 19

Gateway Crossing

Total in 2010 = 11

Total in 2011 = 8

Geist Woods Estates

Total in 2010 = 6

Total in 2011 = 7

Villages at Brookside

Total in 2011 = 9

Cardinal Woods

Total in 2011 = 2

Hampton Cove

Total in 2011 = 1*

* Permit not yet picked up from planning office

Total in 2010 = 49

Total in 2011 = **71** (best number
since 2007)

Estimated Cost of Construction

(Not Sales Price – all based on Builder Information Forms)

- Bay Creek East (based on 10 forms) = \$179,858.50
- Deer Crossing (based on 15 forms) = \$137,067
- Emerald Springs (based on 19 forms) = \$91,146
- Gateway Crossing (based on 8 forms) = \$178,411
- Geist Woods Estates (based on 7 forms) = \$465,857*
- Villages at Brookside (based on 9 forms) = \$109,013



*(forms included total sales price and not cost of construction)