

Town of McCordsville 2012 Annual Report

Submitted by Tonya Galbraith, Town Manager

Feb. 12, 2013

Accomplishments in 2012 - Administrative

- Coordinated first Town Council Retreat which helped develop goals for 2012.
- Participated in Super Bowl bag donations and helped stuff the bags for the Greenfield Chamber of Commerce.
- Worked with Barry Wood and Dennis Dunlap in establishing a “pay for performance” staff working group and coordinated with Mr. Dunlap throughout.
- Organized a successful E-Waste Day with the assistance of MS4 Coordinator Carl Marlett.
- Organized 2nd annual participation with Dress for Success.
- Worked with Aaron Kowalski on the Imagine McCordsville project through Ball State University
- Established Imagine McCordsville Steering Committee and facilitated meeting space for the community workshop at the Lord’s Acre Festival and public presentation at the McCordsville Elementary School.
- Developed a Request for Proposals for a consulting firm(s) to conduct an “Opportunity Areas” analysis.
- Worked throughout the year with the Opportunity Areas team until completion in November.

Administrative Continued

- Joined Mt. Vernon Education Foundation Board.
- Hired a graduate student intern (Dave Heinhold) to work in the planning department throughout the summer.
- Completely overhauled the Unwholesome Environment Ordinance.
- Wrote the mandated ADA Transition Plan.
- Organized the third annual McCordsville Market. The drought was unkind to the market.



- Terminated the CR 600 West inter-local agreement with Hancock County.
- Facilitated hiring of Mark Witsman as a Full-time Employee – wrote job description, employment offer, etc.
- Started sending out regular “Friday Blasts” – email to residents. It is very popular.
- Continued updating our Facebook Page and website regularly.
- Worked with Planning Department (Aaron Kowalski) on submitting the Recreational Trails Grant - Success.

Administrative Continued

- Applied for the Place Based Community Grant with the State Office of Tourism – Unsuccessful.
- Added web-based agendas to our website. Now almost all committee agendas and all council agendas and corresponding documents are available.
- Began process to have the two TIF districts consolidated into one. Hopefully the process will be completed prior to March 1, 2013.
- Was invited to introduce the Keynote Speaker at the annual International City-County Management Association conference.
- Served as a member of the Indiana Regional Transportation Council, board of the Hancock Economic Development Council, Executive Board of the Indiana Association of Cities and Towns (IACT) and chair of the IACT Environment Committee. Served as a member of the IACT Legislative Committee and Administrative Policy committees.

Other Administrative Accomplishments – Melissa Davidson, Administrative Assistant

- Took minutes of all board meetings & commission meetings with the exception of Town Council (for which I prepare the notebooks and help with set-up).
- Update monthly permit data changes to the Census Bureau.
- Help with data entry for the Planning & Building Department, along with collecting building permits as they come in and pick-up and payments of approved building permits.
- Coordinate the Community Room Reservations.
- Handle the Violations Bureau payments, calls, etc. with Cathy Gardner.
- Took pictures of medical office buildings and other retail offices to use on our Super Bowl Flyer.
- Tonya and I took water bottles and our flyers to help stuff “Super City” bags for the Super Bowl.
- Was part of the team that worked with Dennis Dunlap on the Pay for Performance System. Aaron and I presented a power point to the Town Council.
- Took photos for the 5 Year Parks Master Plan.
- Helped compile paperwork to be submitted for the Tourism grant.
- With the help of my kids, we passed out flyers on the Charrette (Imagine McCordsville project) at the Lord’s Acre Pizza Wars.
- Combined a lot of information and put it together for a New Resident Package.
- Assist daily with the Clerk-Treasurer, Town Manager, Violations Bureau, in-coming calls and foot traffic.
- Assist with the Utility Department as needed.

Utility Department

Ann Welling, Utility Supervisor

Kathryn Joyner, Billing

- Facilitated the purchase of folder inserter machine;
- Implemented the change to statement billing;
- Started using the copier to print bills which saves time and costs;
- Investigated options for different customer windows and awnings for the town hall building;
- Researched and purchased a new printer and computer;
- Completed SWOT analysis;
- Worked in partnership with Tonya to obtain new lease agreement for postage machine;
- Collaborated with Aaron on changing the Change of Use form for the Building Department;
- Assisted Melissa with account verification;
- Started cross training to receipt Violation Bureau traffic ticket payments;
- Assisted with State Board of Accounts Audit;
- Attended the 2012 Frey Conference;
- Participated in webinar presented by Indiana Attorney General Office on unclaimed property;

Utility Department Continued:

- Worked in partnership with Tonya to update the Utility page on the town website;
- Updated internal documents and office standards and procedures;
- Worked on updating sewer ordinance;
- Receipted 938 internet payments;
- Increased Automatic Clearing Houses by 36;
- Processed 82 liens and 76 lien releases;
- Increased monthly billing by 110 accounts;
- Billed 1,039 Stormwater bills.





Community Room Use

- Exercise classes – Zumba; Circuit Training
- 2 Girl Scout Troops – Wednesdays, Thursdays and Sundays
- 1 HOA meeting
- 9 Family Events (reunions, birthday parties, graduation parties, baby showers)
- Holiday Party
- Council Retreat



Public Works Department

Public Works Administration:

Ron Crider, Public Works Commissioner

- New warning sirens were activated in January.
- Hired part time employee Wilby Dotson.
- All staff members attended the annual safety seminar in Noblesville.

Wastewater:

Steve Gipson, Wastewater Treatment Plant Superintendent

William Tyndall, Plant Operator

- 95.17 million gallons of wastewater treated.
- Repaired an air leak at the plant at a cost of \$20,000.00.
- 2,744,800 gallons of sludge processed.
- Saved \$360,380.87 on sludge disposal using the Geo tube system.
- Purchased new GMC truck for the sewage Department at a cost of \$14,140.56 with the trade in of the 1999 Ford F-450 and plow.
- Sanitary sewer master plan update was completed.

Public Works Continued:

Transportation:

Ron Crider, Street Commissioner

- Crack sealed County Road 900 North.
- Crack sealed Kensington Street in Gateway Crossing.
- Milled and repaved Wind River Run and Crossfield Trail.
- Used road millings in the alley from Center Street to Third Street.
- Cleared brush from right-of-ways of CR 900 N, CR 800 N, CR 600 W, and CR 750 N.
- Removed 250 signs in the Town's Right of Way.
- Purchased 200 tons of road salt.
- Purchased new plow for \$5,400.00.
- Installed new street signs.
- Turned in 2.393 new road miles with total road miles of 29.423.

Public Works Continued:

Stormwater:

Carl Marlett, MS4 Coordinator

- Slip lined the outfall pipe at Shadow Lake in Highland Springs.
- Completed the installation of storm drains for Phase II of the Cindy Drive Storm Sewer Improvement Project.
- Bid was awarded for the McCord Street Storm Water Project.
- Cleaned 300 feet of concrete swale in Gateway Crossing.
- Street sweeper logged 34.5 hours and removed 32.5 cubic yards of debris.
- Installed 100 feet of sub-surface drain in Bay Creek East.
- Replaced 110 feet of sub-surface drain in Gateway Crossing.
- Installed 20 ton of rip-rap stone in drainage swale on Telluride Station in Highland Springs.
- Answered 25 storm water complaints.

Planning and Building Department - Planning

Aaron Kowalski – Special Projects Coordinator

- The number one accomplishment was being awarded a 2012 Indiana Department of Natural Resources Recreational Trails Program Grant amounting to \$150,000.00 for a project total of \$190,000.00. This funding will allow us to complete phase one of the McCordsville Multi-use Path. After receiving our award letter, we worked to coordinate hiring a consultant to complete required environmental, historical, and archaeological analysis in conformance with the National Environmental Protection Act. Phase one of the McCordsville Multi-use Path is will 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.
- Worked with Tonya Galbraith and Mark Witsman to complete an application to the Place Based Investment Fund through the Indiana State Office of Community and Rural Affairs. We partnered with the Geist Harbor's Property Owners Association on this grant to fund some multi-use path up near the northwest side of town. We were not awarded this grant.

Planning Continued:

- Submitted a second fall application 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. We were not awarded this assistance.
- Worked with Tonya Galbraith and Carl Marlett to prepare and submit a grant application for the Upper White River Watershed Alliance cost sharing program to promote green infrastructure practices on the Town Hall Property.
- Worked to help coordinate and facilitate the Imagine McCordsville Project.
- Worked to support the consultants on the Impact Analysis of Opportunities Areas Study and Plan. This included data gathering, GIS analysis and mapmaking, demographic analysis, and to explain the Town's planning documents.



Planning Continued:

- Worked with our BSU summer intern, David Heinold to digitize all residential plot plans and to incorporate the information into our GIS. As of today those documents are live on the Town's Beacon Website.
- Worked with Tonya Galbraith and Mike Cousins to oversee the functioning of the Planning and Building Department. We have worked hard to continue making improvements to ensure that this department functions as efficiently as possible while maintaining a high quality of service to the public.
- Worked to produce various planning applications, fee schedules, invoices, and flowcharts to organize the permitting process.
- Worked to conduct site inspections, assisted with final occupancy inspections, and code enforcement.
- Reviewed and approved 10 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.

Planning Continued:

- Worked with Mike Cousins and Melissa Davidson to see that the Town's permit database was kept up to date. We continue to build this database where we track all permit applications through approval, petitions to the BZA and Plan Commission, and any fees collected.
- Worked to ensure compliance with our Unwholesome Environment Ordinance, provided notices and conducted inspections with the help of the Public Works Department.
- Worked to answer planning, GIS, and zoning questions as well as building questions in a *Planner on Call* capacity.
- 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. I continue to work to coordinate document submission, conduct reviews, and provide information and input when appropriate.

Planning Continued:

- Worked closely with the Architectural Review Committee and colleagues to evaluate new building plans within the Town. This involves working with builders/developers to coordinate submissions, and generate various staff reports
- 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.
- Assisted the Public Works Committee with various projects and research.
- Assisted the Town Council with a redistricting plan.
- Worked with Tonya Galbraith and Ron Crider to develop the Town's ADA Compliance Transition Plan.
- Worked with the Parks Board to successfully update the Town's 5 year Park and Recreation Plan. This included new economic and demographic data from the latest census and the incorporation of the Town Hall Park and McCordsville Multi-use Path as planned park amenities.
- Worked with the Parks Board and Town Staff to successfully design and fund phase one of the McCordsville Town Hall Park.

Planning Continued:

- Designed the landscape plan and oversaw the planting of trees on the Town Hall Property Mounds.
- Worked with Tonya Galbraith to design gateway signage for the town in preparation for a signage grant application.
- Attended the numerous conferences and seminars to aid in my professional development.
- Continue to manage and develop content within the Town's GIS system. This entails making mapping edits, adding addresses and any other content as desired. I also coordinate with Schneider Corporation to ensure that updates are made timely and accurately.
- Oversee the addition of new addresses and supporting the Town's Address Committee.
- Continue to seek out educational opportunities in preparation to sit for the AICP Exam in the fall of 2013. After passing that test I will be a certified Urban Planner.

Planning and Building Department – Building

Mike Cousins – Building Inspector

- Made the move to Building Inspector
 - Became a member of Indiana Association of Building Officials, Inc.
- Completed the Residential Electrician and NEC 2011 online courses through Penn Foster
- Conducted 3,100 utility locates
 - Reviewed plot plans
 - Conducted 92 temporary electrical inspections
 - Conducted 71 footing inspections
 - Conducted 27 foundation inspections
 - Conducted 66 initial plumbing inspections
 - Conducted 87 sewer inspections
 - Conducted 109 rough-in inspections
 - Conducted 73 final inspections
 - Conducted 94 certificate of occupancy releases
 - Office remodel as part of overall remodeling of the Planning & Building Department.

2012 Residential Building Permits

Compared to 2011

2011

Bay Creek East – 10

Deer Crossing – 15

Emerald Springs – 19

Gateway Crossing – 8

Geist Woods Estates – 7

Hampton Cove – 1

Villages at Brookside – 9

Cardinal Woods – 2

Total 2011 – 71

2012

Bay Creek East – 8

Deer Crossing – 14

Emerald Springs – 19

Gateway Crossing – 8

Geist Woods Estates – 5

Hampton Cove – 1

Villages at Brookside – 21

Cardinal Woods – 0

Total 2012 - 76

Assessed Valuation & Property Tax Rate for past 3 years

2010 =	\$201,742,445	.5492
2011 =	\$203,867,334	.5467
2012 =	\$206,347,233	.5113