

## Assistant Town Manager – May Report

1. EMA board member - quarterly meetings.
  - a. Elk Co. Multi-Hazard Mitigation Plan – liaison for Bristol. Town Council will be reviewing the Mitigation Plan for Elkhart County in the next few months.
2. Friends of the St. Joe River board meetings – quarterly meetings
3. MACOG
  - a. Meet with Leah Thill on Wednesday, April 26th to discuss federal funding opportunities for EV charging stations. I will be presenting a letter of support for the Town Council at the May 4<sup>th</sup> meeting.
4. Visiting local businesses and taking a tour of their facilities. Learning more about what is being manufactured. Also have been finding out how many they employ and where their employees are coming from.

1/11/2023	Fabric Services
1/25/2023	Robert Weed
2/17/2023	Alliance Aluminum
2/23/2023	Reschcor
3/17/2023	Monogram
3/17/2023	Lippert Plant #119
4/19/2023	Bristol Elementary
4/19/2023	Utilimaster
4/13/2023	Great Lakes Lamination
5. I had the opportunity to sit down with the Principal, Tim Pedley, and Assistant Principal, David Burden to see how we can support our Elementary School. I am working with the Bristol PD and FD to have them help serve lunch to children for their Field Day on May 24! Continue to partner with our Elementary school.
6. Attend monthly JPR engineering meetings.
7. Sit in on construction project planning with Mike.
  - a. Commonwealth – Sewer project
  - b. JPR – Water Project
  - c. Baker Tilly on the G.O. Bond and Fire Territory
  - d. Purchasing Land
8. Work with the property owners on E. St. Joseph Street on acquiring the land.
  - a. I have been in communication with the current owner regarding their renter. We are still waiting for the renters to vacate the property.

9. Business Leader luncheon – share the attendance #'s
10. I attended the IMMA annual conference in Winona Lake. This was a great way to network with other Assistant Town Managers
11. Attended the AIM Roundtable on April 6, 2023.
  - a. Spoke for Patroncity on Crowdfunding. Patroncity is where we received our CornDog grant that helped update and improve the electricity in Congdon Park.
12. Continue to work on my duties for the Deputy Clerk position.
  - a. New hire paperwork
  - b. All insurance – Enrollment, shopping with our broker on rates, and handling employees' questions or concerns, worker compensation claims, and short-term disability claims.
  - c. Paying all the weekly invoices.