

**CITY MANAGER'S GOALS
JULY 1, 2024 - JUNE 30, 2025
NICOL BROWN**

GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024	UPDATE NOVEMBER 2024
1 RITE AID REDEVELOPMENT	Rite Aid Building - Investigate the ownership Seek a business Check to see if there is a deed restriction	Market One Van Buren County		Have not started	I have been calling a contact person from Rite Aid but have not received a return call.
2 WATER/SEWER STUDY	Contact Baker Tilly Receive a quote Recommendation to City Commissioners	Baker Tilly		In the process of working with Bendzinski. Going before commission the water and sewer study	In Progress. City Commission approved at the October meeting.
3 COMMISSIONERS WEEKLY REPORTS	Include invitations and informational flyers Include time sensitive information	Staff		Currently sending weekly reports.	Currently sending weekly reports.
4 ZONING	Research lot size to build Amend Zoning Ordinance Amend Rental Registration Ordinance	Wrightman & Assoc Safebuilt		Rental Registration Ordinance need to go before commission. Would like to apply for a MEDC grant for updating master plan and zoning ordinance.	Including the rental registration ordinance draft into the crm monthly report. Working on a MEDC grant for updating master plan. Receiving comments from city commissioners on the draft blight ordinance.
5 INFRASTRUCTURE	Capital Improvement Plan/Schedule of Maintenance Pavement and Surface Reevaluation Rating/ Condition of Local & Major Roads Curve Painting Discussion Mileage on Roadways	Wrightman & Assoc & DPW Wrightman & Assoc & DPW		Have not started.	Have not started. Curve painting complete
6 DEPARTMENT RESTRUCTURING Iron Removal Plant (IRP)					

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	DPW	Contract Danny Staunton contract Recommendation to City Commission Write Job Description for DPW supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Promote Implement	Nick Curio		Working Part-time	Completed. Danny is working part-time as the Iron Removal Plant superintendent.
	Code Enforcement Officer	Post Code Enforcement position Interviews Background check/physical Job Offer Hire	Nick Curio		In Progress	I stopped the process but will start it back again the first of December.
	WWTP	Write Job Description for WWTP Supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Make Job Offer Promote Implement	Nick Curio		Complete	Complete
	Police Dept.	Research of Police Mileage Recruitment of Police Chief Recommendation to City Commissioners Implement the contract Create Police Dept Committee Recommendation to City Commissioners Assist Interim Chief with recruitment of police officers	Sheriff's Dept Michigan State Police		In Progress	In Progress
7	EMPLOYEE HANDBOOK	Update Staff Review Changes @ Dept Head Meeting Send changes to Attorney Recommendation to City Commission Implement	Nick Curio Dept Head Staff		In Progress	In Progress. The Holiday and Personal day section has been revised.
8	TREASURER & UTILITY SOFTWARE					

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	Request for quotes Review quotes with Joe Mangan (Lauterbach & Amen, LLP) & Pam Recommendation to City Commission	Pam Schultzi		In Progress. I will bring before commission in November.	The item is on the city commission agenda for November's meeting