

CITY MANAGER'S GOALS  
JULY 1, 2025 - JUNE 30, 2026  
NICOL BROWN

GOALS		STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY
1	Downtown Buildings  Update DDA Plan	Investigate ownership of downtown business owners  Send letter, call, or meet with building owners to discuss plans  Setup a meeting with local and state agencies to talk about funding  Hired McKenna to complete the plan	Market One, VBC - Land Bank & Community Office, State Land Bank, MEDC, MSHDA  Business Owners  McKenna	Have not started  Signed contract with McKenna
2	Master Plan, zoning map, & zoning ordinance update	Hired McKenna to complete the plans	McKenna Steering Committee Planning Commission	Introduction with City Commission and Planning Commissioners Bus Tour of downtown Commuity meeting
3	DPW Safety Training for Staff	Look for safety videos  Watch safety videos - current employees  New Employees watch safety videos	DPW Supervisor MML	Have not started
4	Code Enforcement - Review Code Enforcement Ordinances for updates. Update forms, letters, and signs	Chief Matthews talks to Prosecutor  Find an attorney that help with enforcment  Compare City forms with other communities	Brian Matthews RoxAann	Brain met with prosecutor. Meeting with an attorney to review proposal

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5	WWTP - Upgrade the lab equipment and update the filing system in the lab offices. Review recommendation from the new operator on the EQ Tank and UV equipment for disinfection. Deep cleaning for the lab.  Update IPP, Update Sewer Ordinance, and update local limits	Purchase new lab equipment  Staff clean out old files and create new filing system  Hire cleaning company for a deep Clean	Quentin Clark WWTP staff  F&V Wightman - Mary James J.	Engineering company recommendaton for IPP is gong before the commisson on July New Operator becoming familiar with plant
6	Police Dept - Millage vs Special Assessment  DPW - Millage vs Special Assessments	Survey the community regarding millage vs Special Assessment  Increase Millage - Headlee Amendment	Roger Swet Brian Matthews Ricky Ricks Marketing ompany Deputy Clerk	Talking to commissioners regarding various options
7	Update Employee Handbook	Update  Staff Review Changes @ Dept Head Meeting  Send changes to Attorney  Recommendation to City Commission  Implement	Nick Curio  Dept Head Staff	Have not started

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8	Provide staff support in the Treasurers' Dept.	Training for the Treasurer on posting adjustments before audit.  Review and update policies and processes in the Treasury Dept.  Setup a process for year end	Hungerford Pam Schultz  Deputy Clerk	Signed contract with Hungerford staff Staff started meeting wth Hungerford staff