

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

GOALS		STEPS TO REACH GOAL		WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST	UPDATE SEPTEMBER	UPDATE OCTOBER
1	Downtown Buildings	Investigate ownership of downtown business owners	Community Office, State Land Bank, MEDC, MSHDA Business Owners	McKenna	Have not started Signed contract with McKenna	Have not started	Have not started	Will start next month for a winter project
	Update DDA Plan	Send letter, call, or meet with building owners to discuss plans			Have not started	Have not started	Have not started	Planning for Spring 2026
	Setup a meeting with local and state agencies to talk about funding	Have not started			Have not started	Have not started	Planning for Spring 2026	
	Hired McKenna to complete the plan	Meeting was canceled			Board approved an amendment to McKenna's contract	Did not have a quorum		
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 Community meeting	Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing the proposed zoning ordinance, land use, and zoning map	
3	DPW Safety Training for Staff	Look for safety videos	DPW Supervisor MML	Have not started	Meet MML insurance Liability representative. He showed me where to find the safety videos that MML has online.	I have safety videos to share with DPW superintendant	I have safety videos to share with DPW superintendant	
		Watch safety videos - current employees						
		New Employees watch safety videos						CM and DPW Super. meet to discuss a plan.
		Start Jan. 2026	Start Jan. 2026					
4	Code Enforcement - Review Code Enforcement Ordinances for updates. Update forms, letters, and signs	Chief Matthews talks to Prosecutor	Brian Matthews RoxAann	Brain met with prosecutor. Meeting with an attorney to review proposal	Traning on CD module with BS&A	Traning on CD module with BS&A	Learning CD module of BS&A	
		Find an attorney that help with enforcment			Chief has implemented a violation template for his staff			
		Compare City forms with other communities						
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.	Purchase new lab equipment	Quentin Clark	Engineering company recommendaton for IPP is gong before the commisson on July	Ordering lab equipment	Ordering lab equipment	EQ Tank and Clarifiers are running. Lab equipment is being ordered.	

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	Update IPP, Update Sewer Ordinance, and update local limits	Staff clean out old files and create new fileing system Hire cleaning company for a deep Clean	WWTP staff F&V Wightman - Mary James J.	New Operator becoming familiar with plant	Scheduled meeting with F&V Have not started	Staff meet with F&V to kick-off IPP IPP violation letter was mailed out Have not started	Follow-up via email on IPP violation letter. Staff is starting to clean the lab and order liners for shelves and disposing old supplies and chemicals.
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	Holding until December to start planning Holding until December to start planning	Holding until December to start planning Holding until December to start planning	Holding until December to start planning Holding until December to start planning
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	Have not started	Have not started	Have not started
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	Submitted June anaylsis and discussed	Kick-off meeting with auditors & Hungerford for the audit	Hungerford is working with L&A to assist Pam with the information that is needed for the audit