



**City Manager's Monthly Update
Staff Update**

March 23, 2026

This month has shown improvement since Kristen joined us on February 23rd. She is a quick learner and has been doing an excellent job at the front counter, effectively managing customer interactions. Currently, Kristen is working on the BS&A and election training videos and has begun filing documents for RoxAnn. She has been managing her time well.

However, she has some training videos to complete and struggles to concentrate on them when the front counter is busy. Therefore, I propose keeping the office closed to the public on Wednesdays until April 29th, but opening it on April 15th, when utility bills are due. This will not only allow Kristen to focus on her training but also enable RoxAnn and me to catch up on our work backlog. Additionally, it will give me uninterrupted time to work on the budget, which I have not yet started.

I've been catching up with my emails and responding to them. Once Kristen completes the BS&A utility billing module and the election training, she will assist me with my emails. My emails can take up an entire day, so I need her help to address those that require immediate attention. In May, Kristen will be dedicated to working with me on Tuesdays until she can fit the city manager's items into her schedule without being overwhelmed during this time of learning.

I have drafted a job description for the wastewater treatment plant operator position and have researched how to post an announcement on the Michigan Rural Water Association (MRWA) site. I plan to have the announcement posted on MRWA before the city commission meeting.

Meetings regarding the wastewater treatment plant and the iron removal plant have kept me busy, as I coordinate with staff and Quentin. Quentin and I have met several times to prepare for the special city commission meetings, which provided updates to the commission. I am also meeting with staff to get updates on the wastewater treatment plant, including changes in the laboratory, challenges with the EQ Tank, and our working relationship with Certified Operating Services.

The Michigan State Housing Development Authority (MSHDA) has released a letter of intent for the homeowner rehabilitation grant, and I have submitted one for the city as well. If selected, we will then have the opportunity to submit a full application.

Mayor Danger and I met with Market One to discuss the opportunities they offer to communities in Van Buren County, the city, and our businesses. Market One provides community development (homeowner rehabilitation) and economic development (commercial property inventory, business retention, and attraction). They have their Annual Awards in June, an Investor Gala in February, and an Economic Summit in September. Market One is working with Hartford's Sunoco gas station for an expansion to include a restaurant vendor and Coin Express Laundry expansion.

I have begun working with Rose Street on Human Resources training. She has met with me several times since we signed the contract. We are currently focusing on staff onboarding and exit interviews, as well as updating job descriptions.

I will start working on the budget this week and would like the mayor to appoint a budget committee. I also propose setting a date for a special commission meeting to hold a budget workshop before the budget public hearing.

I have been meeting and calling Wastewater Treatment Plant firms to decide which firm would be best suited for the city's treatment plant.

I have submitted the quarterly reimbursement request for the Spark grant related to the Ely Park project. In addition, I continue to manage daily tasks, including returning phone calls and emails, filing when possible, reviewing and processing construction payment requests, and preparing quarterly project updates for the Master Plan and the Spark grant.

Spark Grant/DNR/Council Michigan Foundations:

The contractor has started working in Ely Park.

Master Plan:

Staff is working to send out notices for the public hearing on the master plan.

Treasurer's Department:

I need to post the position on LinkedIn.

Mayor and City Commissioners Retreat/Workshop:

I will be preparing for the next set of workshops once I'm caught up with posting, interviewing, and hiring in the DPW, WWTP, and Treasurer. Completing the budget process. The next set of departments I would like to present are the police department, code enforcement, communication, and finance update.

Drinking Water Sewer Revolving Fund Project (Lead Service Line Replacement & Water System Improvements) Update:

See Wightman's update

CITY MANAGER'S GOAL

Human Resource and Staff Development

Personnel Development

- Onboarding and Exit Interview
- Updating Job Descriptions with signature pages
- Employee Personnel Handbook
- Organization Chart
- Personnel Forms
- Updating employee personnel files
- Employee personnel reviews and self-evaluations

Department Staff Development

- Cross Training
- Succession Planning
- Department Meetings Bi-weekly
- Police Department employee meetings monthly
- Weekly all Staff Safety training
- Monthly employee recognition

City's website update

- Biographies and pictures of the Mayor, City Commissioners, and Department Heads

Respectfully Submitted,



Nicol Pulluam
City Manager