

**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	UPDATE DECEMBER 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.	I have made contact with the realtor company that owns the property. I'm requesting a zoom meeting for the week of Dec. 9th
2 WATER/SEWER STUDY	Contact Baker Tilly Receive a quote Recommendation to City Commissioners	Baker Tilly		In the process of working with Bendzenski. Going before commission the water and sewer study	In Progress. City Commission approved at the October meeting.	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.	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 cm monthly report. Working on a MSHDA grant for updating master plan. Receiving comments from city commissioners on the draft blight ordinance.	Submitted the Housing Readiness Incentivative grant Waiting on comments from city commissioners on the blight and rental registration ordinance.
5 INFRASTRUCTURE	Capital Improvement Plan/Schedule of Maintenance Pavement and Surface Revaluation Rating/ Condition of Local & Major Roads Curve Painting Discussion Mileage on Roadways	Wrightman & Assoc & DPW Wrightman & Assoc & DPW	Road assest management/VBCRC	Have not started.	Have not started. Curve painting complete	We will start the CIP process in Feb. 2025
6 DEPARTMENT RESTRUCTURING Iron Removal Plant (IRP)	Contract Danny Staunton contract Recommendation to City Commission	Nick Curio		Working Part-time	Completed. Danny is working part-time as the Iron Removal Plant superintendent.	Completed. Danny is working part-time as the Iron Removal Plant superintendent.
DPW	Write Job Description for DPW supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Promote	Nick Curio		Complete	Complete	Complete

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Code Enforcement Officer	Implement 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.	Met with McKenna Associates regarding Code Enforcement. Waiting on a proposal.
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	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	In Progress
7	EMPLOYEE HANDBOOK	Nick Curio Dept Head Staff		In Progress	In Progress. The Holiday and Personal day section has been revised.	I will have a draft amend policy for the Jan. board meeting
8	TREASURER & UTILITY SOFTWARE	Pam Schultz		In Progress. I will bring before commission in November.	The item is on the city commission agenda for November's meeting	Reviewing the BS&S contract. Will sign this month