



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

July 20, 2026

This monthly report will be brief because I have been out of the office on vacation, and this week, I am attending the Michigan Municipal League Executive Conference.

I conducted a walk-through of the Wastewater Treatment Plant. COS staff has cleaned 2 of the 4 clarifiers, which was my first opportunity to see this process. The clarifiers are on a maintenance schedule for weekly cleaning. Quentin and I had a follow-up call with Jeremy Rubio from EGLE to discuss his report, which he will send to the city. Some items discussed included safety markings on the floor, covering floor openings, ultraviolet (UV) light, and the EQ tank. Jeremy was informed that James will continue to be the City's A operator.

The Mayor and I attended Market One's 6th Annual Awards Event, where our very own Cozy Tea received the award for Best New Business in Van Buren and Cass County. Market One received an unprecedented number of nominations for Cozy Tea.

I will soon begin the process with Kelsey on the city's human resources audit, starting with employees' HR files.

I met with Chief Matthews to receive an update on the police department and code enforcement. We are developing a plan to be more proactive about addressing blight, and we will send our blight ordinance to Bloom Sluggett for their feedback.

The city hosted the Van Buren County city managers' networking meeting on Friday morning. I also met with Ricky regarding the breakdown of DPW equipment; the city needs a backhoe, and we are exploring financing options.

In addition, I have been spending a significant amount of time catching up on emails and connecting with staff. I continue to handle daily tasks such as emails, calendar management, phone calls, and filing.

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 are held 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

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