

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	UPDATE JANUARY 2025	UPDATE FEBRUARY 2025	UPDATE MARCH 2025	UPDATE APRIL 2025	UPDATE MAY 2025
1	RITE AID REDVELOPMENT			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.	Had my ZOOM meeting. They are actively looking for a tenant to go in the building. I will contact them for an update.	No Update	Spencer has interest in the building. Request has come in regarding the zoning.	Spencer has interest in the building. Request has come in regarding the zoning.	Spencer has interest in the building. Request has come in regarding the zoning.
2	WATER/SEWER STUDY			In the process of working with Beaudussek. Confirmed grant for updating the water and sewer commission the water and sewer study.	In Progress. City Commission approved at the October meeting.	In Progress. City Commission approved at the October meeting.	In Progress. City Commission approved at the October meeting.	In Progress. City Commission approved at the October meeting.	Andy Campbell will be attending Commission meeting to discuss.		
3	COMMISSIONERS WEEKLY REPORTS			Currently sending weekly reports.	Currently sending weekly reports.	Currently sending weekly reports.	Currently sending weekly reports.	Currently sending weekly reports when I have something to report.	Currently sending weekly reports when I have something to report.	Currently sending weekly reports when I have something to report.	Currently sending weekly reports when I have something to report.
4	ZONING			Rental Registration Ordinance need to go before commission. Would like to apply for a IMDC grant for updating master plan and zoning ordinances.	Including the rental registration ordinance draft into the on monthly report. Working on a IMDC grant for updating master plan. Receiving comments from city commissioners on the draft blight ordinance.	Submitted the housing readiness incentive grant. Waiting on comments from city commissioners on the blight and rental registration ordinance.	Received \$50k grant from Beaudussek for the housing readiness grant. Waiting on comments from city commissioners on the blight and rental registration ordinance.	RoxAnn and I have a meeting with Donovan scheduled to discuss the next steps. To start agreement was agreed.	Resolution will be on the agenda to approve McKenna as the firm to work on the city's master plan.	Completed quarterly report for master plan grant.	Kick-off meeting with McKenna to start master plan.
5	INFRASTRUCTURE			Have not started.	Have not started. Curve painting complete	We will start the CIP process in Feb. 2025	We will start the CIP process in Feb. 2025	An updated CIP list was sent for my review	CIP list updated	CIP list updated	CIP list updated
6	DEPARTMENT RESTRUCTURING			Working Part-time	Completed. Darryl is working part time as the Iron Removal Plant superintendent.	Completed. Darryl is working part time as the Iron Removal Plant superintendent.	Completed. Darryl is working part time as the Iron Removal Plant superintendent.	Complete	Completed	Completed	Completed
	DPW		Nick Curio	Complete	Complete	Complete	Complete	Complete	Completed	Completed	Completed
	Code Enforcement Officer		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.	Waiting on Proposal. Would like to post the position in February.	No Update	I need to advertise for the position	Chief of Police and Officers	Chief of Police and Officers
	WWTP										

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	Police Dept. Write Job Description for WWTSP Supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Make Job Offer Promote Implement	Nick Curio		Complete	Complete	Complete	Complete	Complete	Complete. Working on hiring a new operator	Complete. Working on hiring a new operator	Complete. Working on hiring a new operator
	Research of Police Mileage Recruitment of Police Chief Recruitment of Police Deputy 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	In Progress	Part-time Police Chief hired contingent upon background check clearance	Chief is hired and working	Chief is hired and working	Chief is hired and working
7	EMPLOYEE HANDBOOK Update Staff Review Changes @ Dept Head Meeting Send changes to Attorney Recommendation to City Commission Implement	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	Working on draft. An amendment to the social media section is going before commission at Jan. meeting	Working on draft. An amendment to the weather uniform section. These items are going before commission at Feb. meeting			
8	TREASURER & UTILITY SOFTWARE Request for quotes Review quotes with Joe Mangin (Lauterbach & Arnen, LLP) & Pam Recommendation to City Commission	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 B&S contract. Will sign this month	Go Live Date: August 13th	Working with B&S team to start extracting data.	Working with B&S team to start extracting data.	Working with B&S team to start extracting data.	Working with B&S team to start extracting data.