



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

April 27, 2026

I posted the wastewater treatment plant operator position on the Michigan Rural Water Association (MRWA) website, but have not received any responses.

I had a meeting with Lenore Costa, CDBG Specialist from the Michigan State Housing Development Authority (MSHDA), regarding the letter of intent that the city submitted for the homeowner rehabilitation grant. I am still waiting to hear if we will receive an invitation to submit a full application.

The city applied for the FY27 Congressionally Directed Spending application from the office of Senator Elissa Slotkin, which is for roadway reconstruction on S. Center Street from I-94 to Main Street. (Details can be found in Wightman's project update.)

I met with Rose Street to discuss renewing health insurance for the upcoming fiscal year. We are seeing an increase of up to 17% and continue to work with Rose Street on Human Resources training. Currently, we are focusing on staff onboarding and exit interviews, personnel files, the city's organizational chart, and updating job descriptions.

Quentin and I attended an MIOSHA event hosted by Lakeland Care Network. I will also be meeting with Corewell Health to discuss opportunities for collaboration in occupational health, state and federal regulations, and health and wellness initiatives.

In April, the WWTP and DPW staff began by watching MIOSHA safety videos. Mark, who works in

the WWTP has taken the lead in selecting the safety videos, setting up the projector, and discussing the quiz questions. With over 20 years of experience running a safety program at his previous employer, Mark is well-equipped for this role. The quiz questions are provided by MIOSHA. Kristen has created a form for staff to sign, acknowledging they have watched the videos and taken the quizzes. These safety acknowledgment forms will be placed in each employee's file as part of our effort to educate staff on safety.

The Department of Public Works lost two employees who stated they left for higher-paying jobs. Ricky and I have interviewed applicants to fill the two vacant DPW positions. We have one applicant who will start on May 4th. We are waiting for the second applicant's physical results; he will also need to give his current employer two weeks' notice. I am hopeful he will start by May 11th.

Last week, I attended MSHDA's annual all-grantee meeting in Lansing. Several presentations focused on grant management for MSHDA's programs, and success stories were shared. MSHDA also acknowledged some award-winning projects in the state, providing a great networking opportunity.

Most of my time recently has been spent working with department heads on their budgets, alongside Joe, as we prepare for the first budget committee meeting. This will be my first time completing the budget through BS&A.

The finance committee and I met last week for a detailed four-hour discussion of the budget. The budget presented to the committee and the commission will be the first budget request without any cuts. Ricky is waiting for cost estimates on items he would like to propose for the budget. Currently, the general fund is over budget by more than \$70,000. I will continue working on the budget to identify cuts so I can present a balanced budget at the public hearing.

I have submitted grant funds requests 1 and 2 to the certified grant administrator for the WRI Main Street project for reimbursement. 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.

BG Construction Company has started the construction in Ely Park.

I would like to congratulate RoxAnn Rodney-Isbrecht on completing the Michigan State University Extension Zoning Administrator Certificate and earning Master Citizen Planner status. She completed 36 hours of training and passed a 155-question exam with a score of 91%.

I have also completed the 12-week High Performance Leadership Academy and received my certificate through the Professional Development Academy. The content covered was provided by industry-leading executives and included best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and delivering value within high-performance management. It was a valuable opportunity.

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,

A handwritten signature in black ink that reads "Nicol Pulluam". The signature is written in a cursive, flowing style.

Nicol Pulluam
City Manager