

CITY MANAGER'S GOALS  
JULY 1, 2025 - JUNE 30, 2026  
NICOL BROWN

	GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST	UPDATE SEPTEMBER	UPDATE OCTOBER	UPDATE NOVEMBER	UPDATE DECEMBER		
1	Downtown Buildings	Investigate ownership of downtown business owners	Community Office, State Land Bank, MEDC, MSHDA, Business Owners	Have not started Signed contract with McKenna	Have not started	Have not started	Will start next month for a winter project	mayor/city commission retreat.	mayor/city commission retreat.		
	Update DDA Plan	Send letter, call, or meet with building owners to discuss plans	McKenna	Have not started	Have not started	Have not started	Planning for Spring 2026	Planning for Spring 2026	Planning for Spring 2026		
		Setup a meeting with local and state agencies to talk about funding		Have not started	Have not started	Have not started	Planning for Spring 2026	Planning for Spring 2026	Planning for Spring 2026		
		Hired McKenna to complete the plan			Meeting was canceled	Board approved an amendment to McKenna's contract	Did not have a quorum	McKenna presented on items to go into the DDA Plan. Presented a new DDA TIF district.	Look over DDA recommended new boundary		
2	Master Plan, zoning map, & zoning ordinance update	Hired McKenna to complete the plans	McKenna Steering Committee Planning Commission	Introduction with City Commission and Planning Commissioners Bus Tour of downtown Community meeting		Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing the proposed zoning ordinance, land use, and zoning map	Hillary from McKenna is working with the Planning Commission. The planning commission reviewed the existing zoning map and the future land use map. The Planning Commissioners expressed their concerns about the future land-use map.		
3	DPW Safety Training for Staff	Look for safety videos	DPW Supervisor MML	Have not started	Meet MML insurance Liability representative. He showed me where to find the safety videos that MML has online.	I have safety videos to share with DPW superintendant	I have safety videos to share with DPW superintendant	Safety videos will be one of the topics at the weekly Monday meetings with DPW. We will set up a schedule for staff to watch safety videos.	Safety videos will be one of the topics at the weekly Monday meetings with DPW. We will set up a schedule for staff to watch safety videos.		
		Watch safety videos - current employees								CM and DPW Super. meet to discuss a plan.	CM and DPW Superintendent will meet next month to discuss a plan.
		New Employees watch safety videos								Start Jan. 2026	Start Jan. 2026
4	Code Enforcement - Review Code Enforcement Ordinances for updates. Update forms, letters, and signs	Chief Matthews talks to Prosecutor	Brian Matthews	Brain met with prosecutor. Meeting with an attorney to review proposal	Traning on CD module with BS&A	Traning on CD module with BS&A	Learning CD module of BS&A	Learning CD module of BS&A	Meeting with an attorney that specilizes in code enforcement		
		Find an attorney that help with enforcment	RoxAann		Chief has implemented a violation template for his staff					I plan to meet with the city of Decatur city manager to discuss how they enforce their ordinances in regards to blight.	I plan to meet with the city of Decatur city manager to discuss how they enforce their ordinances in regards to blight.
		Compare City forms with other communities									

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5	WWTP - Upgrade the lab equipment and update the filing system in the lab offices. Review recommendation from the new operator on the EQ Tank and UV equipment for disinfection. Deep cleaning for the lab.	Purchase new lab equipment	Quentin Clark WWTP staff	Engineering company recommendaton for IPP is gong before the commisson on July	Ordering lab equipment	Ordering lab equipment	EQ Tank and Clarifiers are running. Lab equipment is being ordered.	Met with Mary, Abonmarche, and Quentin to discuss the EQ tank and UV Light. We are working together to be able to give the commission a recommendation in regards to the UV light vs Chlorine storage tank	Met with Mary, Abonmarche, and Quentin to discuss the EQ tank and UV Light. We are working together to be able to give the commission a recommendation in regards to the UV light vs Chlorine storage tank
	Update IPP, Update Sewer Ordinance, and update local limits	Staff clean out old files and create new filing system  Hire cleaning company for a deep Clean	F&V  Wightman - Mary James J.	New Operator becoming familiar with plant	Scheduled meeting with F&V  Have not started	Staff meet with F&V to kick-off IPP  IPP violation letter was mailed out  Have not started	Follow-up via email on IPP violation letter.  Staff is starting to clean the lab and order liners for shelves and disposing old supplies and chemicals.	Staff went to a WWTP Lab training. Staff is cleaning and reorganizing the lab.	Staff will be attending closed confinement space training.
6	Police Dept - Millage vs Special Assessment	Survey the community regarding millage vs Special Assessment	Roger Swet Brian Matthews	Talking to commissioners regarding various options	Holding until December to start planning	Holding until December to start planning	Holding until December to start planning	Holding until December to start planning	Need to put in upcoming budget for attorney fees
	DPW - Millage vs Special Assessments	Increase Millage - Headlee Amendment	Ricky Ricks Marketing ompany Deputy Clerk		Holding until December to start planning	Holding until December to start planning	Holding until December to start planning	Holding until December to start planning	
7	Update Employee Handbook	Update  Staff Review Changes @ Dept Head Meeting  Send changes to Attorney  Recommendation to City Commission  Implement	Nick Curio  Dept Head Staff	Have not started	Have not started	Have not started	Have not started	Have not started	Have not started
8	Provide staff support in the Treasurers' Dept.	Training for the Treasurer on posting adjustments before audit.	Hungerford Pam Schultz	Signed contract with Hungerford staff Staff started meeting wth Hungerford staff	Submitted June anaylsis and discussed	Kick-off meeting with auditors & Hungerford for the audit	Hungerford is working with L&A to assist Pam with the information that is needed for the audit	Joe with L&A is working in the treasurer's dept.	Joe with L&A is working in the treasurer's dept. Joe will attend the city commission retreat to give an update
		Review and update policies and processes in the Treasury Dept.	Deputy Clerk					His focus will be on printing and mailing tax bills. Looking at several banks and bank accounts to simplify banking for staff.	

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	Setup a process for year end							