

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 Update DDA Plan	Investigate ownership of downtown business owners	Community Office, State Land Bank, MEDC, MSHDA, Business Owners McKenna	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.
		Send letter, call, or meet with building owners to discuss plans		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 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.	Hillary sent an updated future land-use map that the planning commission reviewed this week.
3	DPW Safety Training for Staff	Look for safety videos Watch safety videos - current employees New Employees watch 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 superintendent CM and DPW Super. meet to discuss a plan. Start Jan. 2026	I have safety videos to share with DPW superintendent CM and DPW Superintendent will meet next month to discuss a plan. Start Jan. 2026	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. Start Jan. 2026	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. Start Jan. 2026
4	Code Enforcement - Review Code Enforcement Ordinances for updates. Update forms, letters, and signs	Chief Matthews talks to Prosecutor Find an attorney that help with enforcement Compare City forms with other communities	Brian Matthews RoxAnn	Brain met with prosecutor. Meeting with an attorney to review proposal Traning on CD module with BS&A Chief has implemented a violation template for his staff	Traning on CD module with BS&A Chief has implemented a violation template for his staff	Traning on CD module with BS&A	Learning CD module of BS&A	Learning CD module of BS&A I plan to meet with the city of Decatur city manager to discuss how they enforce their ordinances in regards to blight.	Meeting with an attorney that specilizes in code enforcement I plan to meet with the city of Decatur city manager to discuss how they enforce their ordinances in regards to blight.

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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 F&V Wightman - Mary James J.	Engineering company recommendation for IPP is going before the commission 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		New Operator becoming familiar with plant	Scheduled meeting with F&V	Staff meet with F&V to kick-off IPP	Follow-up via email on IPP violation letter.	Staff went to a WWTP Lab training. Staff is cleaning and reorganizing the lab.	Staff will be attending closed confinement space training.
		Hire cleaning company for a deep Clean			Have not started	IPP violation letter was mailed out	Staff is starting to clean the lab and order liners for shelves and disposing old supplies and chemicals.		
6	Police Dept - Millage vs Special Assessment	Survey the community regarding millage vs Special Assessment	Roger Swet Brian Matthews Ricky Ricks Marketing company Deputy Clerk	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			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. Review and update policies and processes in the Treasury Dept.	Hungerford Pam Schultz Deputy Clerk	Signed contract with Hungerford staff Staff started meeting with Hungerford staff	Submitted June analysis 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 will attend the city commission retreat to give an update	Joe with L&A is working in the treasurer's dept. Joe will attend the city commission retreat to give an update

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	Setup a process for year end							