

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration	Meeting Date April 13, 2015	Agenda Item No. 2
Agenda Section Special Meeting	Item Facilitator Quotes & Special Meetings	
<p>BACKGROUND – FACILITATOR QUOTES: Two facilitator quotes are attached. There are obviously many facilitators and many different methods used depending on what you are trying to achieve, but I obtained these two options just to assist with the discussion.</p>		
<p>BACKGROUND – SPECIAL MEETINGS: Previous Councils used special meetings for various topics, including using a “committee of the whole” structure on a monthly basis. I would like Council direction on timing and format you want to see for future special meetings.</p>		
<p>ATTACHMENTS: Two facilitator quotes.</p>		
<p>COUNCIL ACTION REQUESTED:</p> <ol style="list-style-type: none">1. Motion and vote on facilitator direction.2. Council direction on timing and format for future special meetings.		

Mary Degiovanni

From: Marty Moran <mmoran@clrpath.com>
Sent: Tuesday, March 10, 2015 11:18 AM
To: Mary Degiovanni
Subject: RE: Sartell

Hi Mary –

Per our conversations, I would recommend the following:

Objective: Work with the Sartell City Council to determine the 4 to 6 priorities for 2016 and 2017

The priorities can provide a common focus for City Council, city staff, and community members:

- A guideline for City Council to help determine “what’s in and what’s out” as issues and opportunities are raised
- A guideline for staff members to help prioritize work and develop work plans
- A guideline for financial plan/budget.
- Incorporated into the City Council meetings as agenda items
- A measuring stick in good times and challenging times.

Recommended Process:

1. Conduct individual interviews with each city council member (Examples of questions; Final questions will be determined based on council needs)
 - a. Assessment of progress made towards 2015 goals
 - b. Opportunities and challenges facing the Sartell community
 - c. Internal strengths and weaknesses of the council
 - d. Challenges facing the council in making progress
 - e. What does success look like for the Sartell community at the end of 2017?
2. Identify common themes and make recommendations in a written report to council members based on interviews
3. Determine “Next Steps” based on output from survey (Most likely a group session to discuss and finalize priorities)

Output:

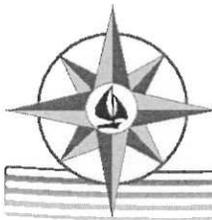
1. Top 4 to 6 priorities for 2016-2017 (can be revisited again in 2016)
2. Description of what success would look like for each priority

Estimated Cost: \$2,500 to \$3,000

Hope this is helpful. Feel free to call with any questions.

Thanks,

Marty Moran



City of Sartell, MN • January 2015 Proposal & Costs for Council Goal-Setting Sessions

Purpose

The purpose of this proposal text is to describe a process designed to guide and assist the Sartell City Council through the problem-solving and planning necessary to build on current successes, refine work & styles, and help Council members identify desired goals, processes & procedures.

Proposal Design & Plan

This proposal has been developed to provide a systematic method for the Sartell City Council to move through the identification and refinement of goals, and their ways of doing business. The session materials proposed have been used extensively with elected councils and boards from business, governmental and educational organizations.

Development & Delivery of Retreat Project

I) Pre-session Work

- Telephone conversations with each Council member
- Draft agenda developed & presented to Council representative(s) for edits and/or approval prior to session

II) Work Sessions

The two, two-hour retreat session agendas will be developed to address items identified by Council members and city administration, but will probably contain:

- 1) Briefly review pertinent city governance history & most recent plans
- 2) Briefly review applied research on effective City Councils
- 3) Identify members' core values re: Council work, goals, & processes
- 4) Identify members' desired procedures (communication, decision-making, upcoming negotiations, mutual support, , etc.)
- 5) Goals necessary for near-term & long-term city work
- 6) Discuss next steps & evaluate each session

III) Post-Session Work

- We prepare all final products from the sessions & e-mail results to the city

About the Proposer

Dr. Bruce Miles is the owner & CEO of the Big River Group, LLC. He has also been an Assistant Professor & taught Graduate & Doctoral coursework in the areas of leadership, research, planning, finance & personnel. He is a national-level presenter and trainer in the areas of strategic planning, organizational improvement, organizational conflict, & difficult employees. Bruce has worked as a consultant for the past thirty-two years and works with more than 8,000 participants/110 organizations each year in the areas of:

- Strategic "Chainsaw" planning
- Workplace climate issues
- Leadership training
- Personnel selection & onboarding
- Resistant employees
- Differentiated coaching
- Succession Planning
- Reducing organizational conflict
- Followership training
- Hiring & firing
- Sales management / training
- 360-Feedback projects

Recent clients & organizations include:

- City, county & regional governments
- School districts, colleges and universities
- Medical practices, hospitals and related organizations
- Financial service organizations
- Law firms
- Businesses & manufacturers
- Educational Service Cooperatives
- Nonprofit agencies & service providers
- Interagency family service and mental health collaboratives
- Monks
- Hockey Teams

Bruce can be reached @ (800) 500-7017 (office) 320-260-2612 (cell), by e-mail at bruce@bigrivergroup.com, or on his website at www.bigrivergroup.com.

Project Tasks

- 1) Phone calls to Council members
- 2) Develop & send all session #1 materials for review & approval
- 3) Assemble all session #1 copies & supplies
- 4) Facilitate session #1
- 5) Debrief w/ Council representative(s) & city administrator
- 6) Prepare all session #1 results & e-mail to city
- 7) Develop & send all session #2 materials for review & approval
- 8) Assemble all session #2 copies & supplies
- 9) Facilitate session #2
- 10) Debrief w/ Council representative(s) & city administrator
- 11) Prepare all session #2 results & e-mail to city
- 12) Follow-up as needed

Project Costs

- Step 1 NC
- Steps 2-6 \$2120.00
- Steps 7-12 \$2120.00