

To: HONORABLE MAYOR AND CITY COUNCIL.

FROM: Dave Maroney, City Administrator.

SUBJECT: City Council Workshop Format.

DATE: March 1, 2019.

BACKGROUND.

The City Council has expressed interest in scheduling time to discuss goals and priorities (“Do” wants and “Don’t” wants) for 2019 and beyond. To expedite the conversation, I prepared a format and plan for a goal-setting discussion rather than engage a consultant or facilitator, at least initially. Immediately following the March 5th and March 19th meetings of the City Council, workshop gatherings of approximately 60-minutes each have been scheduled.

March 5, 2019. The general format suggests: (1) two (2) working groups comprised of Councilors and Department Supervisors – each group with at least seven (7) participants; (2) Lanell and I will serve as “Group Leaders” and be available to facilitate the discussion and provide technical assistance relating to matters of “finance” and “development”, respectively; (3) the initial meeting on March 5th will provide the opportunity for each group to discuss and identify “Do” wants and “Don’t” wants for Cannon Falls; (4) the *Cannon Group* and the *Cannon Falls Group* will meet separately for approximately 20-minutes each - once with Lanell and once with me; and (5) prior to adjourning for the evening, the two *Groups* will meet together to present their findings.

March 19, 2019. The second meeting will provide the opportunity for each *Group* to “Prioritize” the “Do” wants and the “Don’t” wants. Prior to this meeting and to aid discussion, Staff will prepare and distribute a written transcript from the March 5th meeting. Similar to the format for March 5th, the two *Groups* will meet separately for approximately 20-minutes and thereafter report their respective priorities to everyone. The entire City Council will then consider the priorities presented by the two *Groups* and by consensus identify the most important goals, at least for the current year.

April 2, 2019. Simply stated, this initiative is intended to facilitate a process to assist with defining goals and priorities for Cannon Falls. Following completion of the goal-setting meetings of March 5th and 19th, Staff will prepare a draft action plan (*who does what, when and how*) for each of the prioritized goals for your initial review and our discussion on April 2nd.

March 5, 2019 Workshop.

Before beginning our goal setting conversation, Mike Gesme and Sam Pierret will provide a bit of insight and introduction to the technical capabilities that are available to assist all of us with “*getting the word out*” to the community!

Meeting Format Guidelines:

Cannon Group: Mayor Althoff, Councilor Bringgold, Councilor Lundell, Jeff McCormick, Mike Gesme, Nicole Miller and Dave Maroney.

Cannon Falls Group: Councilor Duncan, Councilor Mattson, Councilor Montgomery, Councilor Gesme, Tim Malchow, Mike Althoff, Sam Pierret and Lanell Endres.

Step One – approximately 20 minutes. Each *Group* will meet to discuss and identify “**Do**” wants and “**Don’t**” wants. For example:

1. The *Group* wants: (a) “the former Cannonball property to be redeveloped”; (b) “to improve communications by and between the City and the public”; and (c).....

2. The *Group* doesn’t want: (a) “to increase the property tax levy in 2020”; (b) “to initiate consideration of a neighborhood infrastructure replacement project in 2019/20”; and (c).....

Step Two – approximately 20-minutes. Dave Maroney and Lanell Endres will “switch” *Groups* and each *Group* will continue to identify and discuss their list of “**Do**” wants and “**Don’t**” wants.

Step Three – approximately 20-minutes. The *Cannon Group* and then the *Cannon Falls Group* will present their list of “**Do**” wants and “**Don’t**” wants.

Step Four – Staff will prepare a written summary of “**Do**” and “**Don’t**” wants for the March 19th meeting.

REQUESTED COUNCIL ACTION.

Honest, thoughtful effort – simple!