**City of Blaine**

Winter Retreat agenda for: MJ, SC, LT

Monday, March 2, 4:30-8:30 PM

Blaine Harbor Boat House

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| **Time** | **Activity** |
| 4:30 | **Welcome / Introductions / Agenda (Michael, Bonnie, Laura)**   * Message from Michael Jones * Message from Mayor Bonnie Onyon * Retreat format, all participating as equals, Laura facilitating, everyone’s voices are important, time and space for everyone to share |
| 4:35 | **Opening of Retreat/Objectives/Norms/Vision Flip Chart and Icebreaker (Laura)**  **Objectives of Retreat**   * Review Council Priorities as guide for 2020/2021 Strategic Plan * Presentations of current workplans from staff * Discuss working norms and ways to improve communication   **What is the vision of council and staff working successfully together?**  **Flip Chart** (Input from staff and council as they arrive)  **-**decision making  **-**debating with council? Debating with staff?  -communication  -expectations of staff/council  -how do we determine what takes time and energy? Council priorities? 20-year plan? Current shiny object?  **Icebreaker –** Step in / Step out |
| 4:55 | **Communication (Laura)**  What are the core values underneath the **vision of success**?  **In one group, start with pair share.**  *With the vision of a successful council working together… what shall we*  *Continue doing?*  *Start doing?*  *Stop doing?*  *What are our non-negotiables?*  **Two Groups (Council and Staff Separate)**  *What can the council ask and offer the staff/what can the staff ask and offer the council? Can use specific items like:*  Council Packet/Requests for Council Action  Study Sessions   * Analysis of recommendations – effectively communicated with appropriate level of detail * Feedback and Direction – ways to facilitate more feedback   **Regroup**  Council make specific asks and offers to staff  Staff makes specific asks and offers to council  What is missing? What hasn’t been said or asked for? What can we still design today?  **What can we flip chart as new working norms?**  And…  **Commitments with this vision of success?** What will your actions look like, now? And what do you need to be successful with moving in this direction? |
| 5:40 | **Dinner Break** |
| 6:00 | **Working dinner - Staff report out – 2020 work plans (Staff)**  Leading with Michael |
| 7:30 | **Dessert Break** |
| 7:40 | **Council Priorities (Mayor Onyon)**  As council we are creating policy level directions and set the bigger pictures.  Lots of priorities – if everything a priority there are no priorities (tier one or tier two) Can we trim this list  **Review Council Priorities and identify edits** (Economic Development)   * What are the main priorities? * How does this fit into the 20-year plan?   Prioritize these priorities (1-2-dots)  Stickers 5 priorities  **Questions**  With new communication norms, how do we handle shiny objects or new needs that emerge? What could we put in place to support the long-term plan of these Priorities and the Strategic Plan, AND not lose sight of what comes in?  City manager inbox – goal to remove reactionary nature of things and put new ideas on a parking lot/inbox to be revisited every few months.  What else about your Council Priorities would be important for Michael and staff to know to be successful with their Strategic Plan?  **High-level outline of 2020/2021 Strategic Plan Includes (Michael)**   * Council Priorities * 20-year vision * Executive summaries of city planning documents   Clarify timeline of SP?  Anything else?  Next steps? |
| 8:15 | **What is still needing time and attention? Anything on the parking lot?** |
| 8:20 | **Collective achievement from today activity**  Last reflections, next steps, recognition |
| 8:30 | **Adjourn** |

**Within the structure of the agenda, ensure we have focus on the following:**

* Discussion and debate within council meetings allowing for more voices, time to discuss and debate, have disagreements and consensus.
* Decision making and prioritization of what to talk about and not get caught up with the shiny thing?
* Clarity of what Council wants in a Strategic Plan for Michael to be successful
* Add Economic Development in the Council Priorities
* How does council get the information they need from staff to have their discussions and debates without debating with staff?
* How do we create more respect and trust amongst council for councilmembers to help design healthier debate?
* **We have meetings IN PUBLIC not WITH PUBLIC**
* Bottom line – we need more opinions and voices to move forward to do the work
* Laura discern two different types of meetings and ways of communication. Feedback to staff – thoughts opinions – asking questions.
  + Study session much more direct and open communication could be a debate with staff- engaged collaborative with staff
  + In council meeting – when council is being asked to make a decision - engaged collaborative with council

**Laura Brings**

All Facilitation Materials (Flip Charts, Pens, Post its, Dots)

**Sam Brings**

Participant Agenda

Handouts – as determined