**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 ActionStudy 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 staffStaff makes specific asks and offers to councilWhat 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