

**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION**

Agenda Item Number: _____

Meeting Date: October 16, 2013

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: October 21, 2013

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Ordinance Hearing for Section 2.08

Recommended Action: Set Hearing for November 4, 2013

Background/Summary:

Pursuant to this section of the Charter this draft of the Ordinance is here for your review

Section 2.08. Appointive offices of the Council.

Subdivision 1. [City Administrator.] The City Council shall appoint an officer of the City who shall be called the City Administrator and shall approve the appointments of other Department Head positions that from time to time may be deemed appropriate. Such person shall perform the duties required by the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

Subdivision 2. [City Attorney.] The City Council shall appoint a licensed attorney(s) who shall be an officer of the City and shall be called the City Attorney(s). Alternately, the City Council may contract for legal services with a licensed individual or law firm. Such attorney(s) shall perform the duties required of the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

Subdivision 3. Votes required for appointments. All appointments shall require the affirmative votes of at least five (5) members of the Council.

(Ord. No. 1027, § 1, 7-15-92) (Ord. No. 1340, § 1, 03-04-2013)

Alternatives:

Financial Considerations:

Preparer: City Clerk-Treasurer

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA AMENDING WILLMAR
CODE CHAPTER 2, ADMINISTRATION, ARTICLE II, OFFICERS AND EMPLOYEES

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF CITY CODE, CHAPTER 2, ARTICLE II. City Code Chapter 2, Administration, Article II, Officers and Employees, is hereby amended to add a new Division 4, City Attorney, as follows:

DIVISION 3. – CITY ATTORNEY

Sec. 2-41. – Position Established.

The position of City Attorney is established by the City Charter and the attorney shall be appointed to office by the City Council, or alternately the City Council may contract for the legal services detailed in this section with a licensed individual or law firm.

Sec. 2-42. – Duties and Responsibilities.

The City Attorney shall have the following duties and responsibilities:

- (1) Act as legal advisor of the City Council and of the officers of the City.
- (2) Advise the City Council and the officers of the City as necessary regarding the requirements of the City Charter.
- (3) Represent the City in matters in which the City is interested coming before any court or tribunal.
- (4) Prosecute persons accused of any violation of the City's ordinances or state statutes for which the City has enforcement responsibility.
- (5) Prepare or revise ordinances when so requested by the City Council, any committee thereof, or the City Administrator.
- (6) Give opinions upon any legal matter or question submitted by the City Council, any committee thereof, or the City Administrator.
- (7) Attend City Council meetings when so requested by the City Council or the City Administrator for the purpose of giving the City Council any legal advice requested by its members.

(8) Prepare for execution contracts and instruments to which the City is a party, and approve, as to form, bonds and insurance required to be submitted to the City.

(9) Perform such other and further duties as are required by the laws of the state, by the provisions of the city charter or by the City Council, or as set forth in a professional services contract.

Sec. 2-43—2-45. – Reserved.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2013.

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

VOTE: ___ AHMANN ___ ANDERSON ___ CHRISTIANSON
___ DEBLIECK ___ DOKKEN ___ FAGERLIE ___ JOHNSON ___ NELSON

This Ordinance introduced by Council Member: _____

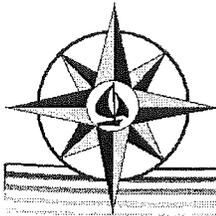
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



City of Willmar, MN • Proposal for Council Retreat Project October 9, 2013

Proposal Design & Plan

This proposal has been developed to provide a systematic method for the Willmar City Council & Administration through the refinement of the work that they perform together.

The system proposed has been used extensively with service and educational organizations; including governmental units, schools and school districts, interagency collaboratives, colleges and universities, other non-profit organizations. This system will allow participants to quickly work through issues and develop more effective strategies where needed.

Development & Delivery of Retreat Project

1) Preplanning Activities

- A) In-person interviews with all Council members & selected Administration.
- B) Draft agenda developed & presented to Council President & Administrator for edits and/or approval prior to each sessions.
- C) Two personality assessments ordered & delivered to participants.

2) Retreat Sessions

The session agendas may be refined, but are expected to be developed with the following items:

Session #1: Foundation (two hours)

- A) ID recent successes & issues
- B) Review information re: effective Councils, & effective cities
- C) Work through "My Job, Your Job" exercise re: roles & responsibilities
- D) Evaluate the session

Session #2: Application of New Knowledge (two hours)

- A) Review all results from Session #1
- B) Review & apply results from two assessments

1. Leader's Window
 2. Thomas-Kilmann Conflict Mode Instrument
- C) Evaluate the session

Session #3: Improve & Adjust Roles & Responsibilities (two hours)

- A) Review all results from Session #2
- B) Adjust roles & responsibilities using new information
- C) ID system for periodic review of Council work & effectiveness
- D) Evaluate the session

Session #4: Improve Vision & Clarify Priorities (two hours)

- A) Review all results from Session #3
- B) Participate in a vision exercise
- C) Clarify near-term priorities for City
- D) Evaluate the session

Total list of work to be completed through the retreat project:

- 1) Complete an Outcome Diagnosis (past successes & history)
- 2) Review information re: effective Councils, & effective cities
- 3) Work through "My Job, Your Job" exercise
- 4) Review & apply results from two assessments
 - A. Leader's Window
 - B. Thomas-Kilmann Conflict Mode Instrument
- 5) Adjust goals, roles & responsibilities using new information
- 6) ID system for periodic review of Council work & effectiveness
- 8) Draft elements of an improved vision & near-term priorities
- 9) Evaluate each of the planning sessions.

3) Post-Session Work

- We prepare & e-mail all final products from each of the sessions.

About the Proposer

Dr. Bruce Miles is the owner & CEO of the Big River Group, LLC. He has been a paraprofessional, a regular education & special education teacher, and a school administrator. For five years, he was an Assistant Professor at St. Cloud State University & taught Graduate & Doctoral coursework in the areas of Educational Administration leadership, planning, finance & personnel. He is a national-level facilitator, presenter and trainer in the areas of strategic planning, school improvement, organizational conflict, & difficult employees.

Bruce has worked as a consultant for the past thirty one years and works with more than 8,000 participants / 110 organizations each year in the areas of:

- Strategic "Chainsaw" planning
- Executive Searches
- Leadership training
- Workplace climate issues
- Personnel issues & decisions
- Resistant employees
- Organizational effectiveness
- Data-based decision-making
- Followership training
- Reducing organizational conflict
- Hiring & firing
- Increased accountability

Recent clients & organizations include:

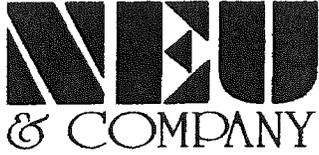
- Regional & city governmental units
- Schools & school districts
- Nonprofit agencies & service providers
- Interagency family service and mental health collaboratives
- Colleges and universities
- Educational Service Cooperatives & CESAs
- Medical practices, hospitals and related organizations
- Businesses, legal practices & financial organizations
- Hockey teams
- Monks

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.

Tasks & Costs

- A) Travel to Willmar
- B) Interview each council member & key city employees
- C) Return travel
- D) Draft session #1 Agenda
- E) Assemble all session materials & supplies
- F) Travel to Willmar
- G) Facilitate session #1
- H) Return travel
- I) Assemble & e-mail all session results & debrief w/ key city employees
- J) Draft session #2 Agenda
- K) Assemble all session materials & supplies
- L) Travel to Willmar
- M) Facilitate session #2
- O) Return travel
- P) Assemble & e-mail all session results & debrief w/ key city employees
- Q) Draft session #3 Agenda
- R) Assemble all session materials & supplies
- S) Travel to Willmar
- T) Facilitate session #3
- U) Return travel

- V) Assemble & e-mail all session results & debrief w/ key city employees
- W) Draft session #4 Agenda
- X) Assemble all session materials & supplies
- Y) Travel to Willmar
- Z) Facilitate session #4
- AA) Return travel
- AB) Assemble & e-mail all session results & debrief w/ key city employees
- Cost for interviews, preparation, supplies, travel, facilitation & followup:
\$9625.00



**Proposal for
Facilitation Services**

to design and conduct a

Willmar City Council Retreat

Submitted by

Carl H. Neu, Jr.
Neu and Company
Lakewood, Colorado

on

October 3, 2013

**Proposal for
Facilitation Services**

to design and conduct a

Willmar City Council Retreat

Submitted by

**Carl H. Neu, Jr.
Neu and Company
Lakewood, Colorado**

**on
October 3, 2013**

1. Purpose:

Every city that ponders and prepares for its future, a future based upon leadership intent rather than fate. The city council, with the assistance of the city administration and key management staff, benefits from creating a vision-based framework of strategic perspectives, policies and goals that enable and determine how resources should be spent – both time and money – to reach the vision and answer the question, “What really is most important”? This strategic leadership process positions the city council to be proactive, rather than reactive, in its performance. It also clarifies the “governance role” and leadership required of the council, in its relationship with the “executive role” of the city administrator. It also enables the city administrator and management team to create and implement the administrative tools “to move the city forward into the future it desires.”

2. Premises and Retreat Themes

The seven key attributes that contribute to a mayor’s and council’s success in governing and leading a city are:

- understanding the city’s governance model and its implications pertaining to the leadership capacity and performance of elected officials.
- the ability of the mayor and council members to balance: “Were we elected to do what the people want or to govern our community well?”
- establishing a powerful leadership vision and clear strategic priorities, goals and policies necessary for the city to achieve that vision.

- the council’s willingness and ability to function as an effective and disciplined policy-setting body.
- the degree to which local government officials inspire and unite the people and publics they represent and serve in a commitment to realize the highest quality future for their community.
- the confidence people have in their city government to “speak with one concerted voice” and promote respect and civility in all relationships the mayor and council members have with each other and the city’s citizens, staff, boards and commissions.

3. Proposed Workshop Objectives

Upon completion of this workshop, the participants will have:

- a. a thorough understanding of the strategic leadership processes, and performance characteristics, mindsets, and behaviors exhibited within highly-effective councils and council-administration partnerships.
- b. identified their individual personal strengths in relating to others with whom they must interact, in various situations, under two conditions:
 - when everything is going well
 - when they are faced with conflict and differing opinions.
- c. identified the means to move strategically and take positions for effective action – developing the way that one’s personal strengths may be used to improve relationships with others.
- d. reexamined and evaluated the mayor’s and council’s shared leadership vision and priorities for the City of Willmar as the basis for goal-setting and policy formulation for the municipal enterprise through:
 - identifying the primary strategic focus areas or issues shaping the city’s future which must be addressed with dynamic leadership commitment and plans if the mayor’s and council’s shared vision for the city is to be achieved.
 - establishing specific leadership goals that will drive council-administration priorities and performance, policy and decision making, and revenue generation and resource allocation (operating and capital budgets) for the next five years.

- e. clarifying their initial expectations about the respective roles of, and desired working relationships among, the mayor, council members and city staff in providing strategic-based leadership and administrative performance for the city.
- f. identified steps for creating proposed specific performance objectives and outcomes to be achieved during the next two calendar/fiscal years in pursuit of the mayor's and council's vision, priorities and long-term goals.
- g. defined the mayor's and council's role and involvement in communicating with the citizens about the City's Strategic Leadership Vision and Direction and engaging the whole community in working together for the future of the city achieved through sound leadership, sound planning and active community awareness and involvement.
- h. defined the council's role in implementing the Willmar Lakes Area 2040 Plan.
- i. defined post-workshop follow-up deemed necessary to implement the key conclusions reached by the retreat participants.

4. A Proposed Retreat Agenda

for a "full Friday and 2/3 of a Saturday" retreat.

a. Friday: Specify date

8:00 a.m. Welcome, introductions and review of workshop objectives.

8:20 a.m. The strategic governance processes and performance characteristics of highly-effective mayors, city councils (policy-setting bodies) and mayor-administration partnerships.

10:00 a.m. Break

10:15 a.m. Governance starts with people.

How we interact with and relate to others especially within the council determines the impact we have as elected officials in the governance and future of our community.

- Creating an inventory of how we shape and deploy our personal strengths in relating to others and we can

thoroughly employ these strengths for effective actions that improve working relationships with others.

- This session is not a test or judgment of “right” or “wrong” practices. It is designed to expand one’s knowledge of the strengths they bring to communicating and working with others.

12:00 Noon Lunch

1:00 p.m. Governance: The Job of Leadership.

- Leadership and the Strategic Planning Process: what is it, why do it and what difference does it make?
- Evaluating the Mayor-Council Shared Leadership Vision for the City of Willmar.
- Identification of the Strategic Focus Areas of predominant significance/importance to achieving the desired vision for the City of Willmar.
- Proposed leadership goals as the basis for leadership direct, policy-setting, municipal organizational performance, revenue generation and resource allocation (budgeting) decisions and the community’s ability to evaluate objectively what the city set out to accomplish and actually achieved.

5:00 p.m. Adjourn

b. Saturday: Specify date

8:00 a.m. We have THOUGHT together. Now we must define our part and roles in achieving the vision, goals and performance we envision.

Leadership and Stewardship:

- Making things happen that achieve positive results.
- Ensuring the preservation and sustainability of “what we make happen.”

Part 1: Council is a body, the parts of which are people.

Part 2: Roles and Relationships

What are our (mayor, council and administrative staff) expectations of each other in terms of the respective roles of, and desired working relationships among, the mayor, council, council members and administrative staff in our partnership?

Part 3: The performance arenas of mayor-council working relationships, communications, and policy-setting and decision making.

Part 4: The Council-staff partnership: an essential factor in achieving extraordinary municipal leadership and performance.

12:00 Noon Lunch

1:00 p.m. Defining City Council's role and contributions to implementation of the Willmar Lakes Area 2040 Plan.

Defining the next steps: post-workshop follow-up toward completing, adopting and committed implementation of the ideas generated by participants.

2:30 p.m. Conclusion

4. Pre-Workshop Assignments

- a. Complete a Strength Deployment Inventory and return to the facilitator.

Each council member, and any other retreat participants will receive the inventory instrument directly from the facilitator.

- b. Read the following articles:

- Local Governments: The America That Works.
- The Ten Habits of Highly-Effective City Councils.
- A Better Way to Govern.

5. Estimated Project Costs

- a. Facilitator Professional Fees

| | | | |
|----|--|--|--------------------------------------|
| | <ul style="list-style-type: none"> • Preparation of retreat materials and compiling results from the Strength Deployment Inventories. (1 day) • Conducting the retreat workshop (2 days – on site) • Preparing and submitting a post-retreat Summary of Key Observations and Conclusions Created by the Retreat Participants. (1/2 day) | | |
| | 3-1/2 days @ \$1500.00/Day | | \$5,250.00 |
| b. | Participant materials (Based upon 10 retreat participants) | | \$ 510.00 |
| | 10 Strength Deployment Inventories @ \$26.00 each | \$260.00 | |
| | 10 Participant Workbooks @ \$25.00 | \$250.00 | |
| c. | Clerical charges for preparation of participant materials and post-retreat report. | | \$ 750.00 |
| d. | Estimated travel and lodging related expenses (Subject to change in prices at time of the retreat). | | |
| | <ul style="list-style-type: none"> • Airfare • Car rental and gas • Hotel (arrangements made by City) • Meals • Airport Parking (DIA) • Miscellaneous | \$250.00 \$260.00 \$150.00 \$ 66.00 \$ 24.00 | <u>\$ 750.00</u> |
| | | Total | <u>\$ 7,260.00</u> |



October 3, 2013



Mr. Kevin Halliday
City Clerk Treasurer
City of Willmar
333 6th Street, SW
Willmar, MN 56201

Dear Kevin:

Enclosed is the proposal for a Willmar City Council Retreat I promised to send to you.

It is a comprehensive retreat that focuses on helping council members:

- Identify and understand their communications strengths and ways to improve their relationships especially in working with others,
- Re-evaluate the goals and policy-setting processes of the City Council,
- Clarify roles and responsibilities within the City Council and between council and the administration.

The Strength Deployment Inventory (SDI) has proven to be popular with elected officials as compared to other behavior and personality instruments. The SDI is based on identifying one's strengths and applying them to improving relationships with others. The rest of the retreat objectives are based both upon my 30 plus years as a consultant to municipal and county governing bodies and management teams and upon my experience as a city council president and member.

The projected fees and related expenses are: professional fees for creating, conducting and reporting the Key Observations and Conclusions of the Retreat Participants (post-retreat report) are \$5,250.00, plus reimbursements for receipted charges for participant materials, clerical costs and travel-related expenses. An estimated list of costs is included in the proposal. The travel-related charges are subject to vendor pricing at the time of travel.

The retreat requirements are:

- A comfortable retreat setting – preferably not in City Hall,
- A U-shaped table that can accommodate the council members, and key administrative staff who may be participating in the retreat,

- Computer, projector and large screen for Power Point presentations.
- A table at the front of the room for my materials
- An overhead projector (transparencies) for presentation of SDI profiles,
- 2-firm backed stands with large flip chart pads
- Markers and masking tape
- A constant supply of beverages and snacks available to the participants throughout the retreat.

Also enclosed are the following:

- An SDI Survey Instrument for your review
- Copies of the 2, pre-workshop reading assignment articles
- My vita

As indicated in our telephone conversation, I am available after October 23 through January expect for holidays, November 6, December 18 and January 30-31. This is one of the advantages of being semi-retired but still active.

Please call or e-mail me with any questions or comments you or other have. The proposed objectives, and retreat agenda are a draft. If the proposal is accepted, I will submit a mutually-agreed upon set of retreat objectives and an agenda.

Thank you for the request to submit this proposal. I have had the honor of working with the Willmar City Council before and also serving as facilitator for the Willmar 2020 Project community visioning project.

Sincerely,



Carl H. Neu, Jr.

CHN/sw

Enclosures:

- Proposal
- Strength Deployment Inventory document
- 2 Articles
- Vita