



COUNCIL SPECIAL SESSION

Tuesday, February 18, 2025

APPROVED MINUTES

MEMBERS PRESENT

Mayor Jennifer Massey
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

MEMBERS ABSENT

Council President Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Gloria Butsch, Finance Director

OTHERS

Sean Clark
Treadway Events
Jenn
Adam
Joe

CALL SPECIAL SESSION TO ORDER – 3:00 p.m.

Mayor Massey stated that the goal of the meeting was to review the Strategic Work Plans from 2022-2024, solicit new ideas for projects not previously identified, and discuss how to present and review progress on the plans going forward.

ESTABLISH FRAMEWORK FOR TRACKING COUNCIL GOALS

Mayor Massey introduced the idea of using a roadmap or action item document to track Council goals and projects more efficiently. She presented an example spreadsheet format with columns for task, owner, topic, category, priority, comments, action required, percent complete, and status.

Councilor Sundeen expressed support for having a living document that could be regularly updated. He emphasized the importance of setting measurable goals.

The Council discussed the need to prioritize items and distinguish between short-term actionable goals and longer-term projects. They agreed it would be helpful to have a simplified format to track top priorities separate from the more comprehensive strategic plan.

City Administrator Walsh noted that the existing Strategic Work Plan blends tactics and projects. He suggested reviewing the online version on the City website, which provides a clearer project-focused format.

The Council agreed to keep the full Strategic Plan as an overarching document but create a separate streamlined roadmap to track specific Council priorities and action items.

REVIEW STRATEGIC PLAN DOCUMENT FOR 2022-2024

1. Strategic Workplan 2022-2024

Walsh provided an overview of the existing Strategic Work Plan, noting it is organized into five goal areas aligned with the City's mission statement. He explained the plan includes both tangible projects and intangible cultural goals.

The Council reviewed the plan section by section, discussing which items were complete or still relevant. They agreed the document needed to be cleaned up and updated.

Mayor Massey suggested adding percent complete and budget information to help track progress. The Council supported this idea.

Councilors expressed that the current plan was too wordy and contained too many items to effectively track. They agreed to focus on identifying a smaller set of key priorities to actively work on.

ESTABLISH GOALS FOR 2025-2027

The Council discussed several potential priority areas and projects to focus on for 2025-2027, including:

- Public safety building/police station
- Waterfront development
- Mill site redevelopment
- Arcadia project
- Lagoon project
- Urban Trail development
- Sand Island improvements
- ADA-accessible fishing dock and kayak launch
- Economic development incentives
- Updating the City Charter
- Reviving the Youth Council
- Improving emergency preparedness/continuity of operations planning
- Grant writing and management

They agreed to further refine the list of priorities at future meetings.

IDENTIFY AND ASSIGN ACTIONABLE ITEMS

The Council identified several actionable items to pursue:

- Create a streamlined Council roadmap document to track top priorities
- Update and clean up the full Strategic Plan, adding percent complete and budget info
- Research other cities' practices for managing public comment at meetings
- Explore options for economic development incentives
- Look into grant writer/risk manager position
- Review and update Council Operating Rules
- Schedule legal update with City attorneys
- Plan quarterly work sessions for open Council discussion

Mayor Massey volunteered to research continuity of operations planning. Other Councilors agreed to take on research tasks as needed for priority items.

OTHER BUSINESS

The Council discussed ways to improve efficiency of Council meetings and staff reports. Key ideas included:

- Having department heads provide brief highlights rather than full presentations
- Focusing staff reports on progress toward goals/projects
- Creating a consistent template for department reports
- Considering moving public comment to the end of meetings

They also touched on staff morale issues and ways to show appreciation for employees.

ADJOURN – 6:00 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

/s/ Jennifer Massey
Jennifer Massey, Mayor