

6:00 p.m.-Mayor Clynch calls the meeting to order. Mark Spence, Alderman Ward I; Marsha Mills, Alderman Ward II; and Pat Flannigan, Alderman Ward II are present. Matt Meyer, Alderman Ward I is absent. Also in attendance is Linda Haynes, City Clerk; Terry Foster, Chief of Police; and Gina Cooper of Cooper Management Training and Consulting, Inc. There are no guests in attendance. One guest arrives later in the meeting.

In re: Pledge of Allegiance & Moment of Silence- Mayor Clynch leads the Pledge of Allegiance and then a moment of silence.

In re: Strategic Planning Meeting-Gina Cooper states that the employees are almost done with the portion regarding reviews and job descriptions. A final will be presented to the Board. The City is stepping back now and starting the strategic planning process. The Board needs to be thinking about a city wide mission statement. What does the City exist for? This statement must be clear so that people do not lose confidence. She wants to stress that starting this process is great, but the City also needs to keep moving it forward in stages. Gina goes over some of the mission statements that were previously provided by the employees regarding their department missions. There were also a few submitted by Board members and the Mayor. The City needs to adopt their one official mission statement and then the individual department mission statements could be officially adopted if the Board wishes to do so. The mission statement should address what we are here for, or what do we do. The stakeholders are the employees who have to be able to see themselves in the plan, and the citizens who need to be able to see how the mission benefits them. The plan cannot be future tense. The plan can be changed. Sometimes things unravel and that is okay because sometimes it needs to. Strength and weaknesses need to be matched with opportunities and threats in order to provide services. There must be a plan to get to the next step. The plan should be specific, measurable, attainable, relevant, and time specific. The plan should cover no longer than three years because it must be attainable. The action items under the plan must be measurable. The City shouldn't be "contained" by the plan. Deviation is okay if needed. The exact wording of the mission statement is not needed yet. The general idea of the mission statement is what the City is already doing. The exact wording can be set aside for now, but not too far aside.

For homework she would like the Board to review the sample focus areas she has provided and brainstorm some focus areas for the City for the next three years. These should be e-mailed directly to her by February 20th. She will compile them and present them back to the Board as a whole.

Pat Flannigan makes a motion to adjourn. Marsha Mills seconds the motion. All are in favor.

Respectfully Submitted:

Michael Clynch, Mayor

Linda Haynes, City Clerk