

Nowthen City Council Planning Session
MINUTES
February 18, 2021
@ 6:00 PM

1. Overview of the purpose of the planning process
The goal is to gather information from each of the Councilmembers and meet again in the near future to discuss. It was decided that the next Planning Session will be Thursday, March 18th at 6:00 pm.
2. Role of elected officials in effective city government (from LMC Elected Leaders Institute, foundational program, week 1, 2021)

Because there hasn't been a planning session, where the City Council has identified vision, goals & values, toes get stepped on and people get outside of their swim lanes. This is part of the dysfunction that we have had as a city because as a Township, this was never part of the process. In becoming a city, we continued on just like as the Township was doing. If we capture what the Council feels the city's vision is, identify values and what goals support those values, staff can implement the tasks to those standards.

- Assignment #1: What do we want as a group to agree on Vision for our city?
Put into your own words what your vision of the city would be.
- Assignment #2: What Values do we want to list that reflect the Vision?
List the adjectives you would use to put to that.

Council will e-mail their Visions and Values, listing their top 4 to Clerk Streich within the next two weeks. Streich will forward to Council for review before the next Planning Session.

Goal posts need to be set around these. From a Value standpoint, there are some non-negotiables that we should have as common place. Some examples: We treat all people with dignity and respect. We are going to abide by all of the legal rules that are associated with the State of Minnesota, and any other governing bodies.

Following what the team has come up with in an employee handbook or the employee policies such as wearing safety goggles, or safety helmets, is the code of conduct within a business. What we are doing here is like when someone is talking about the Council at a local establishment, what are the words that we want them to come up with? Those are what we need to strive for. We already know we are going to follow the rules.

3. Discuss key points for LMC handout, 10 Habits of Highly Effective Governing Bodies

Council discussed what items stood out to them in the handout.
How do we effectively govern so that the good things happen and the bad things don't?
Are we listening and interacting with our community and what their desires are?
Are we doing things because we think we should or because other communities are doing them?
Are we listening to those around us, the residents in our community, the businesses in our community, our city committees, Ad-Hoc or Planning & Zoning, etc.

What are the goals of the city. Is it improved infrastructure, or improved roads. These need to be defined.
Visionary items would be supporting residents views and requests. We want to be able to help the

residents when they come in to the city office.

And lastly, we need to plan for growth. We know that we want to maintain the country feel, but we have to plan for growth. If nobody ever developed in Nowthen, we wouldn't have homes that we are currently living in today.

The goals for 2021 would be #1 Roll out a successful launch of the Fire Department. For the safety and security of our citizens. #2 Yearly review of the Comp Plan to make sure it still makes sense.

We need to agree to our goals and get them on the city website, stating here are the goals, and here are the actions we are taking this year.

In the next session, the goals need to be defined. The values are how we support those goals. Status updates should be implemented.

Assigning a certain number of tasks to staff rather than continually adding more and more would give staff an opportunity to accomplish those tasks. Staff can present it to council, with their recommendations, and council can discuss it. Then the task can be checked off the list. Residents can see in the findings and fact what was presented, and how council got to their vote.

4. Discuss and determine how to implement the recommendations made by Pam Whitmore (Consultant from the LMC) from our in-person meetings in October 2019 and February 2020.

Summaries from previous meetings were discussed. No concrete decisions ever came out of these meetings.

Personality profiles help you learn how to work together. Councilmember Alders will send to Clerk Streich who will send to Council. Council should take the quiz and return results for council discussion.

Council is communicating to many different types of personalities with the residents as well.

Priorities need to be set by Council when they are continually sending RCA's to staff. Before one has an opportunity to be completed, there are already 3 or 4 more coming in.

5. What do you see as the top needs/goals for the city in 2021?

Council will send list to Streich.

6. What As-Needed (Ad Hoc) Committees would you suggest for 2021?

Ad Hoc Committees are created for a specific reason or project as needed. Before creating any Ad Hoc committees, the council needs to determine what their 2021 goals are. Once those are decided, committees can be called upon to implement those goals.

7. Discuss key items to be put on a city calendar to help preparation and planning (such as budget planning, recycle days, road meetings, vendor contracts, insurance renewal dates, seasonal help).

Streich to provide a calendar with key information that happens on a reoccurring basis that may have an impact for Council.

8. Planning and Zoning Commission: policy update, candidate qualifications, and interview questions

City of Nowthen
City Council Meeting
Thursday, February 18, 2021

Need input from Council

Code of Conduct needs a signature page for Commission Members stating that they have read it, and agreed with it.

Discussion on who should be interviewing new Planning & Zoning Commission members, whether it be just P&Z, just Council or P&Z plus Council, and how many Planning & Zoning Commission members should be on the commission will continue at the next Council Planning Session.

COUNCIL ACTION ITEMS:

1. SEND STREICH YOUR VALUES, VISION & 2021 GOALS AND YOUR THOUGHTS ON STUDY/WORK SESSIONS
2. TAKE THE MEYER'S BRIGGS PERSONALITY PROFILE PROVIDED BY ALDERS
3. SEND RESULTS IN NEED INPUT FROM COUNCIL ON PLANNING & ZONING COMMISSION POLICY