



**City of Newport  
City Council Workshop Meeting Minutes  
October 3, 2013**

**1. ROLL CALL -**

**Council Present** – Tim Geraghty, Tom Ingemann, Bill Sumner, Steven Gallagher, Tracy Rahm

**Council Absent** –

**Staff Present** – Deb Hill, City Administrator; Renee Helm, Executive Analyst; Fritz Knaak, City Attorney;

**Staff Absent** - Bruce Hanson, Superintendent of Public Works; Curt Montgomery, Police Chief; Mark Mailand, Fire Chief; John Stewart, City Engineer;

**2. PRESENTATION FROM DAVID UNMACHT REGARDING THE STRATEGIC PLAN**

David Unmacht, Springsted, was present to introduce himself and present on what services he can offer the City of Newport in regards to facilitating a discussion for the strategic plan. Mr. Unmacht has been in local government for 30 years and with Springsted for almost five years. He is part of the organizational development group with Springsted and presented on the attached handouts.

**Councilman Rahm** – My observations here are that we have things that the Council developed prior to when I got here. I think they’re good for what our City does. We have some strategies and goals. I think where I see some value is having an outside facilitator review what we have and compare them with what else is out there and also facilitating as far as our strategies and goals and actions and making sure they work. I think we have some of these pieces already but a facilitator could help us prioritize them. I believe it’s great to have these things but what are the actions, what do we want to achieve, how do we want to hold ourselves accountable down the road, and having a strategic plan that doesn’t sit on the shelf, it’s a living document that future Councils can build upon. I want to be able to come here as a resident and see what they’ve done with the strategic plan. Have you done anything like that?

**Mr. Unmacht** – All the time. How can you ensure a strategic plan is successful, you can’t but how can you help it be successful, there are a couple terms I like to use: it has to be genuine, you have to have sincere interest in it, it has to be authentic, it has to be realistic, and finally you have to tie the budget and staff resources and Council priorities to it. Once that happens it’ll become so seamless and natural that you’ll use it and not even know you’re using it and the next thing you know you can stand up in front of the people and say “We have a great strategic plan” because you’ve done something with it but if you go through the process, you have an outcome, and then go back to your regular business and go back to it every six months, it doesn’t work. The accountability is right here.

**Mayor Geraghty** – Thank you for coming in.

**Executive Analyst Helm** – I just wanted to remind you of his fees, he’s \$1,500 for a half day and \$2,500 for a full day.

**Councilman Rahm** – That’s not that much.

**Admin. Hill** – It'd be a great investment.

**Mayor Geraghty** – We'll put it on the next agenda for discussion and possibly schedule him.

**3. ADJOURNMENT**

Signed: \_\_\_\_\_  
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Helm  
Executive Analyst

**City of Newport, Minnesota  
Work Plan for Facilitation  
City Council Interview  
October 3, 2013**

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### **Our Background**

- Experience in city government
- Excellent knowledge of city issues and challenges
- Extensive experience working with small communities
- References are available to check into our work
- Reliable process model with flexibility to adapt to your needs
- Reputation for being fair, objective and impartial to all participants
- Strong facilitation skills in managing group dynamics

### **Our Process**

- City Council personal contacts
- City staff input and information
- Develop agenda
- Prepare presentation and discussion material
- Facilitate work session
- Encourage open discussion
- Develop summary and work plan
- Present to the City
- Follow-up as needed

### **Our Qualities**

- Effective listening skills
- Positive, responsive and respectful
- Passionate in our role and purpose
- Organized and effective meeting management
- Exceed your expectations
- Effective involvement and participation of city officials
- Prepare professional materials
- Develop a practical, useful and understandable work plan

Thank you for the opportunity to interview and introduce myself. I appreciate your consideration.

David Unmacht  
Springsted, Incorporated  
October 3, 2013

**City of Hastings, Minnesota  
City Council – City Staff Work Session  
Preparation**

The City Council is conducting a retreat – work session on Friday, October 4. To plan for the discussion and to obtain valuable input prior to finalizing the agenda, we have identified six questions that will help focus our efforts. Please return this survey to David Unmacht at [dunmacht@springsted.com](mailto:dunmacht@springsted.com) by Monday, September 26. Thank you.

**I. Department Priorities**

Please identify the three most significant priorities of your Department within the next five years.

- 1.
- 2.
- 3.

**II. City Priorities**

Please identify the top three issues that the City will be facing within the next five years.

- 1.
- 2.
- 3.

**III. City Council – City Staff**

Identify up to three qualities that you would like to see in the working relationship between the City Council and the city staff.

- 1.
- 2.
- 3.

**IV. City Strengths**

Please identify the top three strengths of the City of Hastings.

- 1.
- 2.
- 3.

**V. City Challenges**

Please identify the three most significant challenges the city is facing.

- 1.
- 2.
- 3.

**VI. Outcome**

Please identify the number one outcome you would like to accomplish as a result of the work session and any follow-up activities.

- 1.

SAMPLE

**City of Waconia, Minnesota**  
**Strategic Planning – Definitions**  
**April 29, 2013**

**Values**

- Outline how an organization operates; these statements help answer the question how do we conduct business and how do we treat our customers and stakeholders?
- What does the City really care about? The list of qualities and characteristics help to define and shape the City's workplace culture.

**Vision**

- An outcome, a result and an ideal to strive for over a period of time. Is not necessarily measurable, yet should be stimulating and motivating.
- A destination and long-term community value(s) that requires a resolve and commitment to achieve and maintain.

**Mission**

- Action oriented concise, but meaningful statement that identifies the purpose and reason for existence; provides a framework or context within which the strategies are created to implement the vision.
- Can serve to define how an organization gets from where it is today to where it wants to go in the future.

**Strategy**

- An essential public policy priority which further defines the mission and serves to coordinate and organizes the goals.
- Typically a long-term timeframe; strategies will not change that often, if at all.

**Goal**

- A measurable and desired activity, project or purpose that requires resources.
- Time commitment in pursuit of goals will vary – they can be succinct and short – but also longer term (five to ten years).

**Actions**

- Individual steps and activities necessary to implement a goal, accomplish a strategy, operationalize the mission and fulfill your vision.
- Specific action steps are continuously evolving and changing as they are identified and completed.